

Harcourt Butler Technical University, Kanpur

INSTRUCTIONS TO FILL ONLINE FORM

- 1) Please visit HBTU Kanpur's website www.hbtu.ac.in and click on the "Recruitment" link which will direct you to the login page at erp.hbtu.ac.in/recruitment. Two separate links would be available here for Teaching and non-teaching posts.
- 2) As a fresh applicant you need to register by going to the "New Registration". After Registration please login again. This will take you to the "Recruitment" homepage.
- 3) Please select the School, Department, post applied and enter your AADHAR Number to proceed to the Application Form.
- 4) Before registering/applying online, the candidates should ensure that they have valid e mail ID, which should remain valid at least till the time the recruitment process is completed.
- 5) Read the Instructions given in the detailed advertisement (available on the recruitment tab on the university website) carefully.
- 6) Before starting the filling of online recruitment form, please go through the Assessment Methodology given in Table B (for Assistant Professor) and Table C (for Associate Professor and Professor) of the "**Screening and Selection Criteria for Various Teaching Positions**" available on the university website under the "Recruitment link". For **non-teaching posts**, please go through the Assessment Methodology given in Table 1 of the "**Screening and Selection Criteria for Various Non- Teaching Positions**".
- 7) Upload your passport-size photo and signature (5-200 kb size, each) in jpg/jpeg/png format. Make sure your photograph and signature are clearly visible.
- 8) Fill in the "Academic score/API" for academic and research carefully.
- 9) Keep saving your information before clicking on the next section.
- 10) Preview the form and see that all details entered by you are correct.
- 11) While making payment, please make sure that you are doing the correct transaction as per the advertisement. (**Rs. 2000/- for UR / EWS /OBC and Rs. 1500/- for SC/ST**) through 'Online Transaction'.
- 12) No changes will be permitted after the final submission.
- 13) The Online application portal will be active from 10:00 hours on 12.06.2023 to midnight hours on 21.07.2023.
- 14) Take the print of the filled Application form using the print option. Read the declaration carefully and put your original signature as well at the earmarked place.
- 15) In case of any query/trouble in the submission of the online form, email at recruitment2023@hbtu.ac.in
- 14) Please fill the checklist given at the end of the printout of the Application form. Make sure that all the Annexures are numbered and page numbers are entered in the checklist. The hard copy of the Application form along with all relevant documents is to be sent to the university at the address given below:

The Registrar
Harcourt Butler Technical University, Kanpur
Nawabganj, KANPUR- 208002, UP

Registrar
HBTU Kanpur