Instructions for Filling the Online Application for Recruitment of Faculty Positions at IFTK on Contract Basis

Before applying kindly ensure that you have fulfilled the required educational qualifications and experience as mentioned in the **NOTIFICATION No: 50/B/IFTK/2025 dated 15/07/2025**.

Read carefully all the below mentioned instructions for filling the online application form.

1. Step – 01: Remit your application fee of Rs.500/- (Rupees Five Hundred Only) using the link given in the website – www.iftk.ac.in . Instructions / guidelines for online remittance of application fee can be seen in the website – www.iftk.ac.in

2. SCAN the following documents and save it in your Desktop / PC before start filling the online application, **as the application process to be completed in a single session without logging out.**
   a. *Transaction Receipt of Application FEE (Rs.500/-) in PDF format of size not more than 2 MB*
   b. *Your Recent Colour Passport SIZE photograph in JPEG format of Size not more than 2 MB*
   c. *All your Educational Certificates starting from 10th Standard to Highest Degree and your experience certificates till date as a single PDF file of size not more than 20 MB*

3. Fill all the details in the columns of the ONLINE Application form. Application form to be submitted only once.

4. Educational qualifications should be entered in the online application form starting from 10th Standard. For adding more rows, please click – ADD ITEM. Same can be followed for additional qualifications (if any) too.

5. Details of your experience to be entered in the online application. Exact dates of your service in the past has to be entered in the FROM and TO Columns respectively. For adding more rows, please click – **ADD QUALIFICATION / ADD EXPERIENCE**

6. Mention your MOBILE NUMBER and Email ID correctly in the ONLINE Application form. All communications will be sent to your EMAIL ID Only.

7. After filling all the details, please submit and the application form.

8. The link for online application form will be active only till the last date as mentioned in the Notification.

9. Check for the acknowledgement mail received in your mail id after the submission of the application form