

HOW TO APPLY

(Please read the instructions carefully before proceeding)

The application for the advertised posts at NIT Goa must be submitted **online only** through the **eSamarth Portal**. Applications submitted through any other mode will not be accepted.

STEP-BY-STEP INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

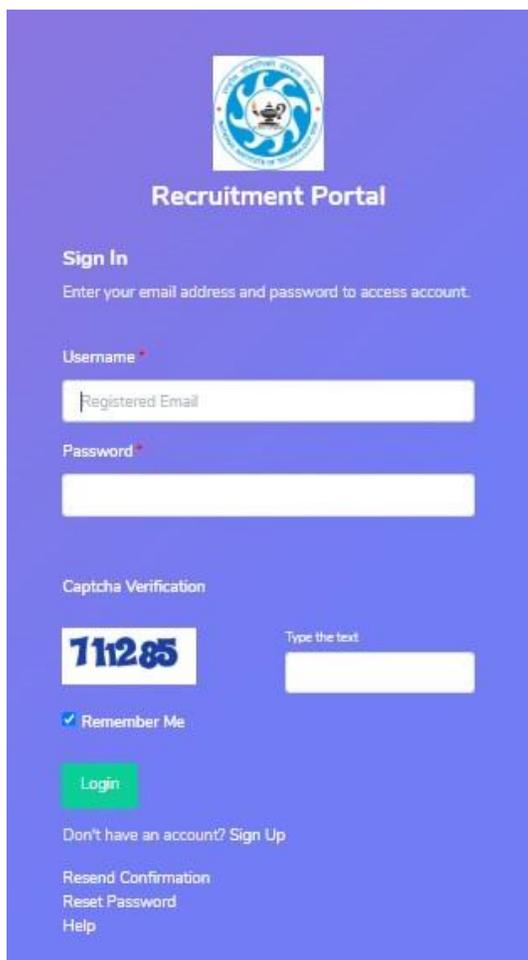
1. Access the Application Link

Visit the NIT Goa Recruitment Portal : <https://www.nitgoa.ac.in/recruitment.html>

Click on the **Recruitment** tab, and then select the link for **“Apply Online”** for the relevant post.

2. Registration & Login

- If you are a **new user**, click on **“New Registration”** and complete the registration process by providing your **Email ID, Mobile Number**, and other required details.
- If already registered, login using your credentials.



The image shows a screenshot of the NIT Goa Recruitment Portal login page. The page has a blue background. At the top center is the NIT Goa logo, a circular emblem with a book and a lamp. Below the logo is the text "Recruitment Portal". Underneath is the "Sign In" section, which includes the instruction "Enter your email address and password to access account." There are two input fields: "Username" with a red asterisk and a placeholder "Registered Email", and "Password" with a red asterisk. Below these is a "Captcha Verification" section with a blue box containing the number "711285" and a text input field with the placeholder "Type the text". There is a checked checkbox for "Remember Me" and a green "Login" button. At the bottom, there are links for "Don't have an account? Sign Up", "Resend Confirmation", "Reset Password", and "Help".

3. Filling the Application Form

- You can view the vacancy details for each post directly on the homepage.

Post Department Selection

Post*
Select Post

Organizational Unit*
please first select post

Advertisement No*
Select

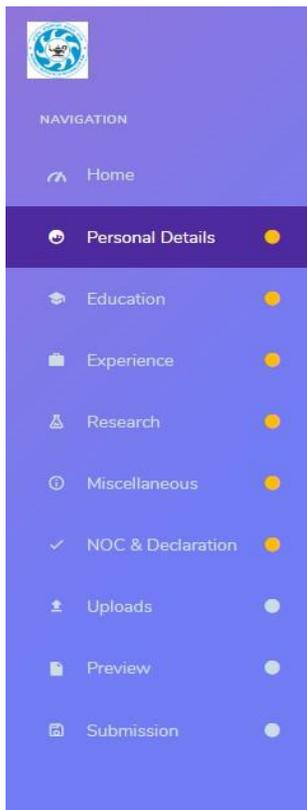
Candidate's Category*
Select

Pwd*
Select

I have read the advertisement and I fulfill the essential qualification prescribed for the post*

Check Vacancy

- Complete each section of the application form carefully. Candidates are required to fill in all the relevant fields that apply to them.



- Ensure the **Name, Date of Birth, Father's/Mother's Name**, and other personal details match your **Secondary School Certificate (SSC)** or equivalent.

4. Selection of Employment Status for Candidates working at NIT Goa

- **Regular Employees of NIT Goa:**
 - Select "Yes" in the field "Are you an employee of this institution?"
 - Fee Exempted.

Are you Ex Serviceman? Are you an employee of Govt. of India

Years of service in this University/Institution

Nature of Service

Nature of Service cannot be blank.

Employee Code

- **Ad-hoc / Temporary / Contractual / Outsourced Employees of NIT Goa:**
 - Select "No" in "Are you an employee of this institution?"
 - Provide details under the **Additional Fields** section.
 - Fee **Not Exempted**.

Are you Ex Serviceman? Are you an employee of Govt. of India

Additional Fields

Employment Category (Applicable only for candidates working in NIT Goa)

Total experience at NIT Goa in months

5. Uploading Photograph and Signature

Upload your **recent passport-size photograph** and **signature** as per the following specifications:

Document	File Format	File Size
Photograph	jpg / jpeg / png	20 - 100 KB
Signature	jpg / jpeg / png	20 - 100 KB

Note : Relevant document supporting all section are compulsory

7.1 Personal Information Upload

Photo (Passport Size Only) (Only jpg/jpeg/png files of minimum size 20 KB, maximum size 100 KB each are accepted) Select file

Signature (Only jpg/jpeg/png files of minimum size 20 KB, maximum size 100 KB each are accepted) Select file

Xth Certificate (indicating DOB) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted) Select file

PAN/Passport/DL/Voter ID (ID Proof) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted) Select file

Proof for University/Institute Employee (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted) Select file

Additional Uploads (Only jpg/jpeg/png/pdf files of maximum size 500 KB each are accepted)

Not Applicable

7.2 Academic Upload (Only jpg/jpeg/png/pdf files of maximum size 500 KB each are accepted)

Xth Certificate Select file

Diploma Certificate Select file

Graduation Upload

#	Details		
1	B.E electrical	Final Marks Card	Select file
		Degree	Select file

6. Preview and Final Submission

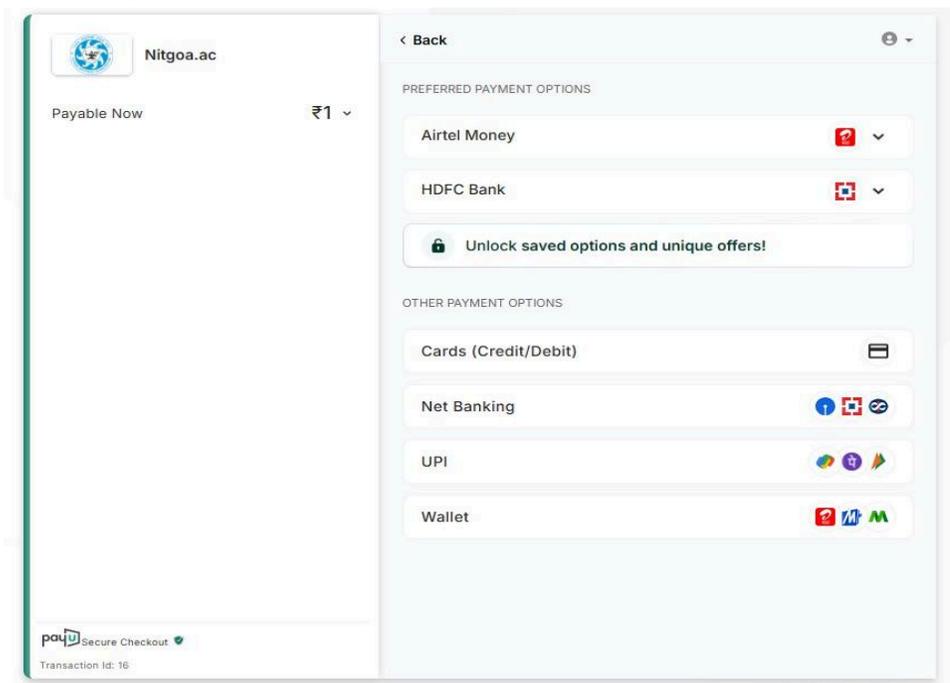
- Carefully review all the details filled in the application form.
- Once verified, click “**Submit**”.
- No changes will be allowed after the final submission.

7. Payment of Application Fee

- **Fee Details:**

Category	UR/OBC-NCL	SC, ST, PwD, EWS, Ex-Servicemen & Female
Group-A	Rs. 1000/-	Rs. 500/-
Group-B & Group-C	Rs. 500/-	Rs. 250/-

- Fee **Exempted** only for **Regular Permanent Employees** of NIT Goa.
- Upon completing the application form, candidates will be redirected to the payment page.



- After successful payment, you will receive a confirmation email. download the **Payment Receipt** for future reference.

8. Download & Print the Submitted Application

- After submission, download the **Final Submitted Application Form** in PDF. It will be available in the homepage.
- **Send the hard copy of final application form** with all the relevant documents to “The Registrar, NIT-GOA Campus, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa District, State of Goa, Pin-403703” on or before **06/05/2025**.
- It is also informed to retain the application for future reference (Certificate Verification / Interview).

9. Contact Information

For any technical /payment-related issues during application form filling:
recruitment@nitgoa.ac.in

DISCLAIMER

- The application process is hosted on the **eSamarth Portal**.
- Data submitted through this application may be shared with **authorized third parties** for recruitment processing and verification.
- By submitting your application for a post, you **consent to data sharing** as outlined above.