

**WELCOME TO THE ONLINE REGISTRATION PORTAL OF CUSAT FOR
THE STAFF / FACULTY RECRUITMENT**

HARD COPY SUBMISSION TO UNIVERSITY

How to prepare and forward hard copies to the University (for staff/faculty/statutory positions).

Take the printout of application form Part A from your profile by re-login to the profile after final submission of the application. If you take the printout before the final submission, there will be a water mark "**Sample page Not to be submitted**" on the application form as well as the space for date of submission is replaced by the clause "**Application not yet submitted**" at the left bottom of the last page of application form. On final submission the water mark will be disappeared and "application not yet submitted" is replaced by the date of submission of online application. Submitting the printout, that is printed before online submission, may lead to the rejection of the application form.

Sign the application form in the space provided. (Unsigned application will be rejected).

Affix a photograph (the same used for uploading the online application) on the right top portion of the application and duly attested by a Gazetted officer.

If you passed any of the qualifying examination starting from Post Graduation from a University outside Kerala State, obtain and attach the **Eligibility Certificate for that Degree from CUSAT** (for this you have to make separate request with sufficient fee well in advance). If you possess a PhD degree from abroad, obtain and attach Recognition Certificate from CUSAT. **Certificates and mark lists shall be self attested arranged in the ascending order of the year of examination.** Visit <https://cusat.ac.in/academics.php> for Recognition/Equivalency Certificate.

All the papers in the application shall have the signature of the applicant. All the papers shall be bundled together (preferably spiral bound) with a facing sheet bearing the caption Application for the post of (Sl No..... Name of post

with Reg No. in respect of Mr./Ms/ Dr.

The application shall then be submitted to the University within the time fixed for submission of hard copy.

Self attested copies of the following certificates/documents should be enclosed along with the Application Form for the post of faculty/statutory positions

1. Original conduct certificate (dated after the notification for the post)
2. Valid caste/community certificate for SC/ST and non-creamy layer certificate in the case of OBC candidates
3. Print out of NEFT/RTGS/Ref. No. of the Bank Transactions
4. Secondary School Leaving Certificate Examination or equivalent (as proof of birth)
5. Senior Secondary School Examination Certificate or equivalent
6. Degree Certificate along with consolidated mark list (with proof of percentage, in case of CGPA/OGPA)
7. Post Graduate Certificate along with consolidated/final year mark list (with proof of percentage, in case of CGPA/OGPA)
8. M.Phil Certificate (if applicable)
9. NET/NET with JRF/SLET/SET (as per UGC) Qualification Certificate
10. Ph.D Certificate (if the candidate is claiming exemption from UGC Net, prove that your Ph.D is as per UGC Regulations 2009 / 2016 OR [Click here](#))
11. Research publications in Scopus/SC indexed peer reviewed or UGC-CARE listed journals as claimed in Part B with proof of impact factor etc. as per Thomson Reuter's list (copy of web page sites as proof should be enclosed with the hard copy of the application failing which no marks/points will be awarded for the claims.
12. Experience certificate clearly stating the period of employment/PDF
13. Awards (International/National/State level)
14. For the post of Assistant Professor, proof of all claims as per ***Appendix I and for Associate Professor and Professor, proof of all the claims as per Annexures Table I*** in **Selection Criteria for Direct Recruitment as per UGC Regulations 2018** (uploaded in the website) may be entered in Part B and proof furnished failing which marks/points for the claims will not be awarded.

The originals of the above certificates should be produced for verification at the time of interview/joining.

Self attested copies of the following certificates/documents should be enclosed along with the Application Form for the post of non-teaching staff

1. Original conduct certificate (dated after the notification for the post)
2. Valid caste/community certificate for SC/ST and non-creamy layer certificate in the case of OBC candidates
3. Print out of NEFT/RTGS/Ref. No. of the Bank Transactions
4. Secondary School Certificate Examination or equivalent (as proof of birth)
5. Certificates to prove the qualifications and experience as per the notification

**Sd/-
REGISTRAR**

For further enquiries regarding the online submission please send e.mail to rect.cusat@gmail.com. Phone: 0484-2862252 (between 10 am to 5.00 pm on working days)