



## **SOP for online application process for Non-Teaching Recruitment ref: NITP/Rect./03/2023**

**NOTE 1:** The online application process consists of two steps: **(A) Online Payment** and **(B) Online application submission**. Both (A) and (B) should be done with the same email id. Use of the same email id is important to match the application and payment details.

**NOTE 2:** If you have previously applied for any recruitment event at NIT Patna, you must use a different email id for the current recruitment event. Use of a previously used email id may retrieve your old payment details and may not allow you to make payment for the current recruitment event.

**NOTE 3:** If you are applying for multiple posts, then (A) and (B) need to be done separately for each post and with a unique email for each post. For example, if someone is applying for "Technical Assistant in Heavy structure" and "Technical Assistant in Power System Lab", then (A) and (B) need to be done two times (one for each post) using two different email ids.

**Step (A) Online payment:** Before making the payment, please note that you need to select “NATIONAL INSTITUTE OF TECHNOLOGY | Non-Teaching Recruitment 2023” under branch option as shown below:

The screenshot shows a web form with the following fields and elements:

- Institute:** A dropdown menu with the selected option "NATIONAL INSTITUTE OF TECHNOLOGY, PATNA".
- Branch:** A dropdown menu with the selected option "NATIONAL INSTITUTE OF TECHNOLOGY | Non-Teaching Recruitment 2023".
- email\_address:** An empty text input field.
- Captcha:** A square image containing a grid of numbers (1, 8, 4, 8, 9, 2) overlaid on a background of lines. To the right of the image is a "Refresh" button.
- Enter Captcha Value:** A text input field for entering the captcha value.
- Privacy Policy:** A link to "Privacy policy & Terms & conditions" below the captcha field.
- Search:** A large blue button at the bottom of the form.

[Click here for payment link](#)

**Step (B) Online application submission:**

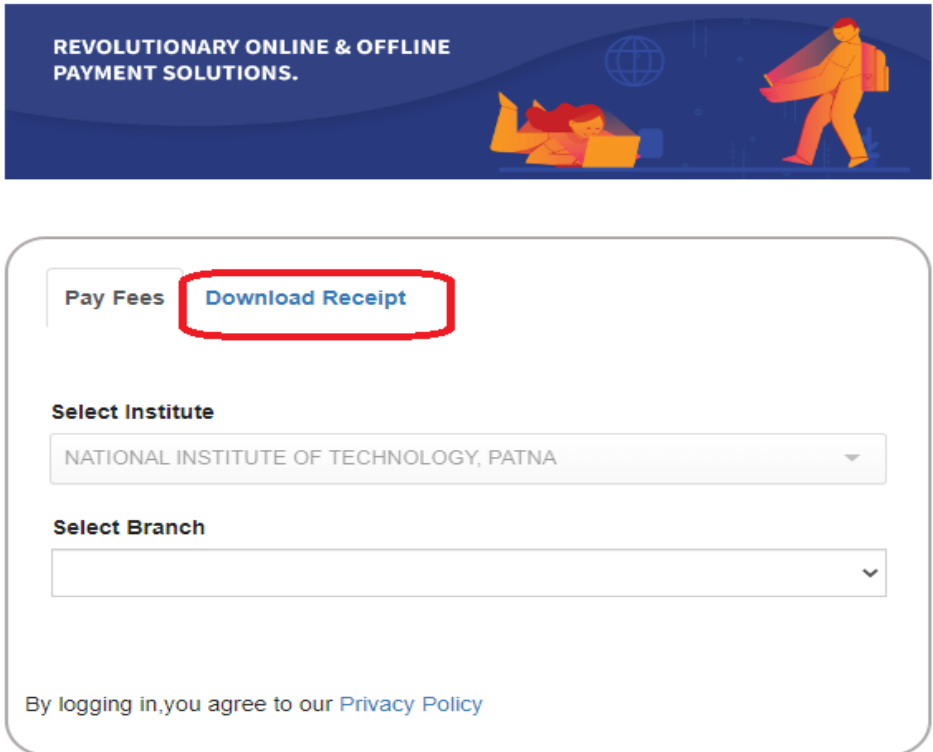
**<https://forms.gle/3CvuLQjYw6cVLJb38>**

For any non-technical issue/clarification, please email at [acofar@nitp.ac.in](mailto:acofar@nitp.ac.in) or [registrar@nitp.ac.in](mailto:registrar@nitp.ac.in)

For any technical issue/clarification, please email at [mis.help@nitp.ac.in](mailto:mis.help@nitp.ac.in)

You can email any time but response will be given during business hours only.

After making a payment, to a download the receipt afterwards, use “Download Receipt” option as shown below:



REVOLUTIONARY ONLINE & OFFLINE  
PAYMENT SOLUTIONS.

Pay Fees **Download Receipt**

Select Institute  
NATIONAL INSTITUTE OF TECHNOLOGY, PATNA

Select Branch

By logging in, you agree to our [Privacy Policy](#)

After successfully submitting the form, you will receive the copy of your application on your registered email after 2 hour of submission.

**The following needs to be sent to NIT Patna:**

- **Print out of Application form.**
- **Print out of Payment Receipt.**
- **Fully filled Annexure – I (available at NITP website)**
- **Copy of all the supporting document as mentioned in the advertisement.**