

Instructions for Filling Application Form

1. Please make sure that you are eligible for the post before you start applying for the post.
2. Please fill all the sections in the given order and do not skip any section in between.
3. Your photograph and Signature should be a clear JPEG image.
4. You will have the opportunity to save your work and continue at a later time if you wish to do so. Click on 'Save' button after filling / updating each page.
5. Before filling the Summary of Credit Points in online Application form, first collect all the details of your credit points provided in Annexure F such that it will be easy to claim your credit points.
6. Once completed the credit point details provided in Annexure F, fill the Summary of Credit points in online Application form.
7. Before you submit your application, please ensure that all the required information is filled accurately. You will not be able to edit your information after submission.
8. Download and save the pdf of online application form and take the print of application form.
9. **Complete Online Form:** Fill out all required fields on the Samarth recruitment portal and upload all required documents as prompted by the system.
10. **Download Application:** After final submission on the portal, download the generated PDF of your application.
11. **Prepare Annexures:** Download the prescribed Word templates for **Annexures A through K** from the NIT Goa website. Fill them out accurately and sign every page.
12. **Organize Supporting Documents:** All evidence (degree certificates, mark sheets, experience letters, award certificates, etc.) must be placed **immediately behind** their corresponding Annexure. (*e.g., Degree certificates follow Annexure A; Teaching experience letters follow Annexure D*).
13. **Merge into a Single Document:** Candidates must merge the documents into **one single PDF file** in the following strictly maintained order:
 - I. ANNEXURE CHECKLIST FOR RECRUITMENT (signed)
 - II. Samarth Application PDF (downloaded from portal)
 - III. Annexures A through K (Each followed by its respective supporting documents).
14. **Hardcopy Submission (Spiral Bound):**
 - Candidates must take a printout of merged pdf and submit a hardcopy of the complete document set mentioned above.
 - All documents (including the application form and all annexures) must be printed on **A4 size paper** and compiled in a **Spiral Bound form**.
 - **Important:** Use Spiral Binding only; **do not use staples**.
 - This Spiral Bound copy must be sent to the provided institute address via Speed Post/Registered Post, ensuring it reaches **on or before the last date** of receiving hard copies.