



Indian Institute of Technology (ISM), Dhanbad

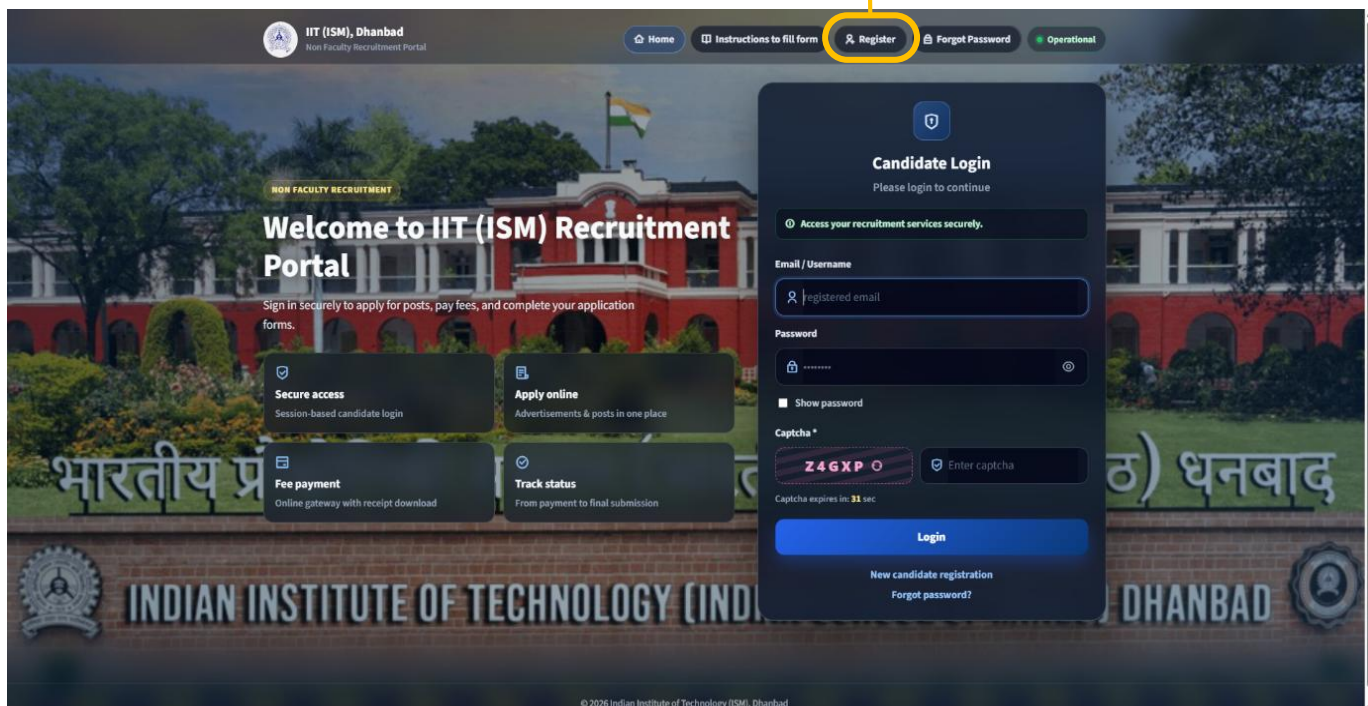
Non Faculty Recruitment Portal — Candidate User Manual

Instructions to Fill the Application Form

Overview

1. Registration, Email Verification & Login
2. Update Profile – Photo, Signature, Category, PwD, Ex-Serviceman, etc.
3. Apply for a Post
4. Complete Application Details
 - Basic Details
 - Essential Qualification
 - Working Experience
 - Upload Required Documents
5. Review & Final Submission
6. Pay Application Fee – If applicable / not fee-exempted
7. My Applications
 - View Application Status
 - Download Submitted Application PDF

Step 1: Open the portal <https://nonfr.iitism.ac.in> and click on the **Register** button to create a new candidate account.



Step 2: Enter the required personal details, upload the recent photograph and signature as per the specified size and format, set a strong password and click on **Submit Registration** button.

Personal Details

Salutation *
Select

First Name *
One word only (e.g. Rohit). For remaining name in Middle / Last name.

Middle Name

Last Name

Gender *
Select gender

Category *
Select category

Date of Birth *
dd-mm-yyyy

Contact No (Mobile) *
10-digit mobile
Enter 10-digit Indian mobile number.

Email *
name@example.com
Must include domain extension (e.g. @gmail.com)

Eligibility

Ex-Serviceman *
Select Yes or No

PWD (Person with Disability) *
Select Yes or No

Documents

Photograph *
[Choose File] No file chosen
JPG/PNG, max 50 KB

Signature *
[Choose File] No file chosen
JPG/PNG, max 50 KB

Account Password

Password *
At least 8 characters
One upper case letter (A-Z)
One lower case letter (a-z)
One number (0-9)
One special character (!@#%&*_~)

Confirm Password *

Submit Registration

Already registered? Login

Click on **Submit Registration** button

Step 3: Verify that your name exactly matches your 10th certificate. If any correction is required, click **Edit Details**; if all details are correct, click **Confirm & Submit** to complete the registration. Email verification will be sent to your registered email address.

Confirm registration details

Please review your details before submitting.
Ensure your name exactly matches your 10th certificate.

PERSONAL DETAILS

NAME
Mr. Test Kumar Candidate

GENDER
Male

CATEGORY
General

DATE OF BIRTH
18-01-1997

MOBILE
9099999999

EMAIL
testnfr@gmail.com

ELIGIBILITY

EX-SERVICEMAN
No

PWD
No

DOCUMENTS

PHOTOGRAPH
ssmmmm.jpeg

SIGNATURE
signature.png

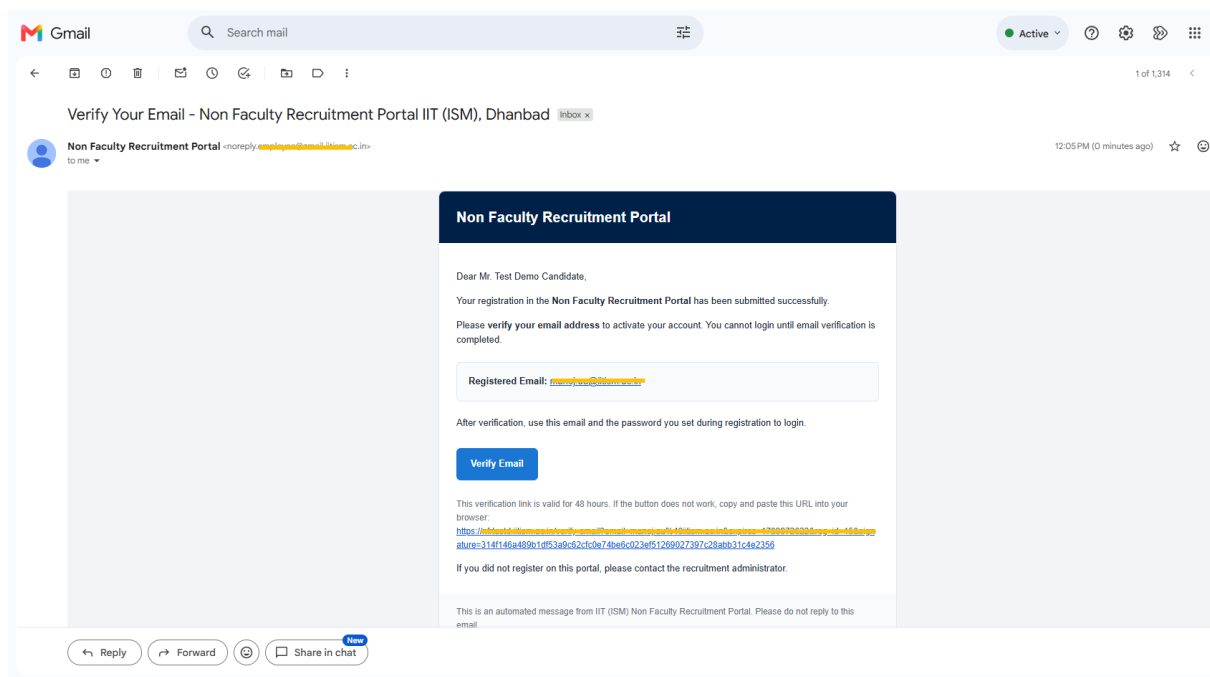
Password is set and will not be shown here.

[Edit details](#) [Confirm & Submit](#)

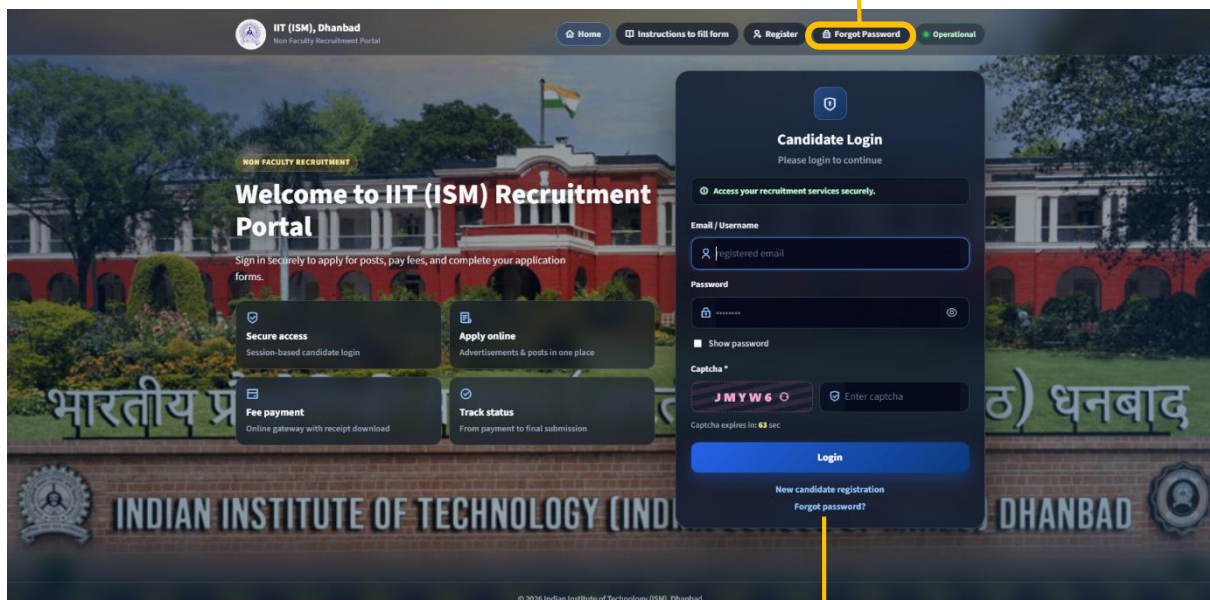
If any correction is required, click **Edit Details**

If all details are correct, click **Confirm & Submit**

Step 4: Open the email and click **Verify Email** to complete the email verification.



Step 5: Log in using your registered email, password, and captcha. If you forget your password, click **Forgot Password** to receive a time-limited password reset link on your registered email. Multiple failed login attempts may temporarily lock your account; wait and try again later.



If you forget your password, click **Forgot Password**

Step 6: Click on **Profile** from the top menu. If you want to update your **Category, Ex-Serviceman status, PWD status, Photograph, or Signature**, make the required changes and then click on save profile button.

Important: Please update your mobile, category, photo & signature before applying for a post.

Mr. Test Demo Candidate
manoj.aa@iitism.ac.in 8099999999 General

Category Details
Update your mobile, category, Ex-Serviceman and PWD status.

Contact No (Mobile) * 8099999999
Category * General
Ex-Serviceman * No
20-digit Indian mobile number
PWD (Person with Disability) * No

Upload Documents
Please upload recent photograph and signature.

Photograph Max 50 KB - PNG / JPEG
Choose File | No file chosen

Signature Max 50 KB - PNG / JPEG
Choose File | No file chosen

Cancel Save Profile

Step 7: Click **Apply** from the top menu. Select the desired Advertisement. To view the advertisement details, click **View Advertisement PDF**. Select the Post you wish to apply for and click **Apply Application** to proceed.

Apply for a post

Select post Fill application Review & submit Pay fee

Application details

Advertisement * 411002/15/2026-NFR Post * Assistant Systems Engineer
Opens for application: 17 Sep 2026 - 25 Oct 2026 Posts load after you choose an advertisement.

View Advertisement PDF

Summary

ADVERTISEMENT 411002/15/2026-NFR
APPLICATION WINDOW 17 Sep 2026 - 25 Oct 2026
POST Assistant Systems Engineer
APPLICATION FEE ₹ 1,000
Final payable amount may be exempt based on category, PWD status, or gender.

Apply Application

To view the advertisement details, click **View Advertisement PDF**

Select the Post you wish to apply for and click **Apply Application** to proceed

Step 8: Enter all required Basic Details and click **Save Basic Details** to save the information.

The screenshot shows the 'Basic Details' form on the IIT (ISM), Dhanbad Non Faculty Recruitment Portal. The form is part of a 6-step process: 1. Basic Details, 2. Essential Qualification, 3. Working Experience, 4. Upload Documents, 5. Review & Submit, and 6. Fee Payment. The 'Basic Details' step is currently active. The form contains the following fields:

- Personal & family details**
 - Name of the Applicant: Mr. Test Demo Candidate
 - Mother's Name *
 - Father's Name *
 - Mother's Occupation *: e.g. Homemaker, Teacher
 - Mother's Annual Income (₹) *: 0 (Note: Enter 0 if not applicable)
 - Father's Occupation *: e.g. Farmer, Service
 - Father's Annual Income (₹) *: 0 (Note: Enter 0 if not applicable)
 - Nationality *: Indian
 - Category: General
 - Gender: Male
 - Date of Birth: 1997-01-18
 - Marital Status *: Select marital status
 - Religion *: Select religion
 - Type of Identity Proof *: Select identity proof
 - Identity Proof Number *: Select identity type to see the required format.
 - Email ID
 - Contact Number *

Step 9: Select the required Essential Qualification, enter the relevant Examination Passed details, and click **Save & Continue** to proceed.

The screenshot shows the 'Essential qualification' form on the IIT (ISM), Dhanbad Non Faculty Recruitment Portal. The form is part of a 6-step process: 1. Basic Details, 2. Essential Qualification, 3. Working Experience, 4. Upload Documents, 5. Review & Submit, and 6. Fee Payment. The 'Essential Qualification' step is currently active. The form contains the following fields:

- APPLICATION**
NFR2026153AH0500001
- ADVERTISEMENT**
411002/15/2026-NFR
- POST**
Junior Assistant (Hospitality)
- STATUS**
PAYMENT_PENDING
- Essential Qualification Required for the post: Junior Assistant (Hospitality)**
 - (a) Bachelor's Degree in Hotel Management and Catering Technology with 55% marks from any recognized institution/university.
 - (b) Three (03) years Diploma in Hotel Management & Catering Technology with 55% marks
- Fill Qualification possessed by the Applicant**
 - Examination passed *: Select
 - Specialization *: e.g. Networking / Information Security
 - University / Board *
 - Year of passing: YYYY
 - Percentage *: Equivalent % if CGPA

Step 10: Enter the required Work Experience details, complete the Declaration, and click **Save & Continue** to proceed.

IIT (ISM), Dhanbad
Non Faculty Recruitment Portal

Home | Instructions to fill form | Profile | Apply | Applications | Fee | Logout | Operational

Working experience

Progress: 1. Basic Details (✓) 2. Essential Qualification (✓) 3. Working Experience (3) 4. Upload Documents (4) 5. Review & Submit (5) 6. Fee Payment (6)

APPLICATION: NFR2026153AH0500001
ADVERTISEMENT: 411002/15/2026-NFR
POST: Junior Assistant (Hospitality)
STATUS: PAYMENT_PENDING

Experience Required for the post: Junior Assistant (Hospitality)
Bachelor: Nil
For Diploma holders 02 years' experience.

Note: If you are currently employed, start with current employment. If not, fill previous employment only.
Note: Employment "To" date is the last date of advertisement for current employment (2026-10-25).

Employment status *
Are you currently employed? *
☒ Yes ☐ No

Current employment *

Name of the employer *	Post held *	Pay level
IIT ISM Dhanbad	Junior Assistant	3
Basic pay *	Gross pay *	From * To *

Step 11: Upload the required Documents and click **Continue to Review** to proceed.

IIT (ISM), Dhanbad
Non Faculty Recruitment Portal

Home | Instructions to fill form | Profile | Apply | Applications | Fee | Logout | Operational

Upload Documents

Progress: 1. Basic Details (✓) 2. Essential Qualification (✓) 3. Working Experience (✓) 4. Upload Documents (4) 5. Review & Submit (5) 6. Fee Payment (6)

APPLICATION: NFR2026153AH0500001
ADVERTISEMENT: 411002/15/2026-NFR
POST: Junior Assistant (Hospitality)
STATUS: PAYMENT_PENDING

Category: General

- Your documents should be in pdf format and size should be maximum 1 MB.
- Combine all experiences in a single PDF file (max 2 MB).
- Category / PWD / Ex-Serviceman certificates appear only when applicable to your application.

1. D.O.B Certificate * *Note: 10th certificate or birth certificate only.* Pending

PDF: maximum 1 MB

Choose PDF

Choose File No file chosen

Upload

2. Marksheet of essential qualification * Pending

PDF: maximum 1 MB

Choose PDF

Document preview

No preview selected

Upload a document, then click Preview.

Step 12: Review all the details carefully. If any changes are required, click **Edit**; if all details are correct, click **Proceed to Fee Payment**.

PERSONAL	
Applicant's Name	Mr. Test Demo Candidate
Date of Birth	18-01-1997
Age as on 25.10.2026	29 years, 9 months, 8 days
Gender	Male
Category	General

If any changes are required, click **Edit**

Step 13: In the confirmation box, click **Proceed to Fee Payment** to lock your application and proceed to the payment gateway. Once the application is locked, no further changes can be made. If you want to review or modify your details, click **Edit Application**.

Proceed to Fee Payment?
Application Number : NFR2026153AHD500001

⚠ After you proceed to fee payment, you will not be able to edit your application form.
Please review all sections before continuing.

[Edit Application](#) [Proceed to Fee Payment](#)

If you want to review or modify your details, click **Edit Application**.

Click **Proceed to Fee Payment** to lock your application and proceed to the payment gateway

Step 14: Select your preferred Payment Gateway and click **Proceed to Pay** to continue with the payment.

Step 15: Select your preferred Payment Method such as Debit/Credit Card, Net Banking, UPI, etc., and click **Pay Now** to complete the payment.

Step 16: Your application has been successfully submitted. Click **Download Application Form** to download your submitted application form and **Download Payment Receipt** to download the payment receipt.