



Christ Church College Kanpur

A Postgraduate Minority College of the Church of North India, Diocese of Agra,
With faculties of Arts, Science and Commerce Affiliated of the C.S.J.M. University, Kanpur
Established in 1866



Guidelines to Apply for Vacancy at Christ Church College through Online Recruitment Portal

Please go through the following points before filling up the Application:

- One applicant can apply for multiple applications through one single login.
- While applying for separate Posts or Subjects, applicant shall submit the separate application form.
- After final submission of application form, applicant will have to send the self-attested copies of Submitted Application, Fee Payment Receipt and other documents to **Principal, Christ Church College Kanpur, The Mall, Kanpur -208001** within days from the last date of application and as per the instructions mentioned on the website or respective Advertisement.
- Keep all your documents ready in prescribed format and size to upload while filling the application form.



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Step 1- Register on Portal

- Open Online Recruitment Portal of College through <http://cccknp.ac.in/recruitment/> and fill Name, Date of Birth, Mobile No. & Email ID in the respective fields and click on **Submit** button.
- Thereafter, entered Mobile No./Email ID will be verified through One Time Password (OTP).
- Once the verification is done, Login Credentials will be sent on the registered Mobile No. and Email ID.

Step 2- Login

- Fill Username (registered Email ID), Password and Captcha in the respective fields and click on **Login** button. User will be redirected to the Dashboard thereafter.

In case user forgets his/her password then to create new password click on Forgot Password?

Step 3- Fill Recruitment Advertisement Details and Submit Application Fee

- After login, applicant will be redirected to the Dashboard. Click on **New Application** button after which applicant will be redirected to select the Post for which he/she is willing to apply.
- Select the particular vacancy type from Applying For field, along with, select Post and Subject from respective fields. Also, fill Advertisement No. and Advertisement Date in respective fields and click on **Submit** button.
- Thereafter, applicant will be redirected to the Dashboard to submit the Application Fee online. Click on **Proceed For Payment** button of particular application to submit its Fee through Credit Card/Debit Card/Net Banking. Once the fee is paid, download the receipt for future references.

Step 4- Submit General Information

- After submitting details as mentioned in above step, applicant will have to submit below details under this section:
 - Gender
 - Identity Proof Type
 - Identity Proof No.
 - Name of Father/Spouse
 - Mother's Name
 - Marital Status
 - Religion
 - **Current Address**



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- Address
- State
- District
- PIN Code
- **Permanent Address**
 - Address
 - State
 - District
 - PIN Code
- After filling above details in respective fields, click on **Submit** button.

Step 5- Submit Work Experience Details

- After submitting details as mentioned in above step, applicant will have to submit below details under this section:
 - Are you Currently Employed? If Yes, then fill following details:
 - Name of Institution/Organization
 - Designation
 - Experience Letter (File Format: PDF Max File Size: 2 MB)
 - Domicile State
- After filling above details in respective fields, click on **Submit** button.

Step 6- Submit Qualification Details

- After submitting details as mentioned in above step, applicant will have to submit below details under this section:
 - **10th/SSC**
 - Name of Board
 - Year of Passing
 - Percentage
 - Upload Marksheet/Certificate (File Format: PDF Max File Size: 2 MB)
 - **12th/HSC**
 - Name of Board
 - Year of Passing
 - Percentage
 - Upload Marksheet/Certificate (File Format: PDF Max File Size: 2 MB)
 - **Graduation**
 - Name of University
 - Course
 - Year of Passing
 - Percentage
 - Upload Degree (File Format: PDF Max File Size: 2 MB)



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- **Post-Graduation/Master's Degree**
 - Have you passed the Post Graduation examination with minimum 55% marks or equivalent grade in concerned subject?
 - Have you passed the Post Graduation examination with minimum 55% marks in Relevant/Allied subject?
 - Name of University
 - Subject/Course
 - Year of Passing
 - Percentage
 - Upload Degree (File Format: PDF | Max File Size: 2 MB)
- **Ph.D. /NET/SLET**
 - Have you passed NET? If yes, upload relevant certificate (File Format: PDF | Max File Size: 2 MB)
 - Have you passed SLET/SET (conducted by U.P. Govt.)? If yes, upload relevant certificate (File Format: PDF | Max File Size: 2 MB)
 - Are you Ph.D. degree holder under UGC regulation 2009? If yes, upload relevant certificate (File Format: PDF | Max File Size: 2 MB)
 - Did you become a PhD holder before July 11, 2009 or a Ph.D. degree holder having registered before this date or you have registered for Ph.D. degree during the period of 11.07.2009 till the date of implementation of UGC regulation, 2009 and 2016 amendment in the concerned university of U.P. State and subsequently obtained Ph.D. degree with fulfillment of following five criteria:
 - Have you been awarded with Ph.D degree in regular mode? (Yes/No)
 - Has your Ph.D. thesis been evaluated by at least two external examiners? (Yes/No)
 - Was an open viva-voce conducted for your Ph.D.? (Yes/No)
 - Have your two research papers from your Ph.D. work been published out of which at least one is in a refereed journal? (Yes/No)
 - Have you made at least two presentations in conferences/seminars based on your Ph.D. work? (Yes/No)
 - Upload relevant certificates for above in one single file (File Format: PDF | Max File Size: 5 MB) *Should be certified by the Registrar/Dean Academic Affair*
 - Name of University/Institute
 - Subject
 - Awarded As On Date
 - Roll Number
 - Title of Ph.D Thesis



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- After filling above details in respective fields, click on **Submit** button.

Step 7- Submit Research/Publication Details

- After submitting details as mentioned in above step, applicant will have to submit below details under this section:
 - Number of International/National Research Papers Published
 - Number of Books Written/Chapter in Books/Patents
 - Full-Time Research/Industry Experience (Research Associate, Post-Doctoral Fellow, Research Scientist etc.)
 - Membership/Fellowship of other Institution/Professional Societies
 - Number of Conferences/Symposia/Workshops Attended/Participated
 - Other Activities/Responsibilities
 - Other Relevant Information (if any)
- After filling above details in respective fields, click on **Submit** button.

Step 8- Submit Referees Details

- After submitting details as mentioned in above step, applicant will have to submit below details under this section:
 - **Referee 1**
 - Name
 - Email ID
 - Mobile No.
 - Address
 - **Referee 2**
 - Name
 - Email ID
 - Mobile No.
 - Address
- After filling above details in respective fields, click on **Submit** button.

Step 9- Upload Documents

- After submitting details as mentioned in above step, applicant will have to upload following documents under this section:
 - in JPEG/JPG format whose maximum size should not exceed 1 MB each:
 - Photo
 - Signature
 - in PDF format whose maximum size should not exceed 2 MB each:
 - Copies of Certificate of Teaching & Research Experience
 - List of Publication with details, reprints of papers published
 - Copies of other relevant Certificates & Documents



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- NOC from Present Employer

Step 10- Preview the Filled Application

- After uploading the documents as mentioned in above step, applicant will be redirected to preview the filled Application Form. Applicant can Edit the details filled in the application form, if any, at this step and thereafter has to click on **Final Submit** button. No changes will be allowed in the application form once the final submission is done. Hence, applicants are advised to do required changes in application form at this step.
- Also, before final submission, applicant will have to answer following questions in declaration section available on page:
 - Has there been a Break in Your Academic Career? If yes, give details
 - Have you been Punished during Service or Convicted by Court of Law? If yes, give details
 - Do you have any Case Pending against You in any Court of Law? If yes, give details
 - Have you been Debarred/Disqualified by Christ Church College Kanpur? (Yes/No)
 - Please indicate how you fulfill the essential as well as desirable qualifications prescribed
- After final submission, application will be forwarded to the College for further proceedings. Applicants will be informed about the status of application or any other update by the College through Email/Call/Post or any other medium.
- Also, after final submission of application form, applicant will have to send the self-attested copies of Submitted Application, Fee Payment Receipt and other documents to **Principal, Christ Church College Kanpur, The Mall, Kanpur -208001** within days from the last date of application and as per the instructions mentioned on the website or respective Advertisement.