MARIAN COLLEGE OF ARCHITECTURE & PLANNING
Faculty Recruitment
Instructions to Applicants for filling online application

If an applicant is eligible for more than one post, he/she must produce separate applications for each post

1.   Scanned Documents required for Application

Before applying, Applicants must be ready with the scanned copies of the following documents.

> 1.1 Passport Size photo (Format-JPG/JPEG, 150x200 pixels, white background)
>
> 1.2 Signature of the applicant (Format-JPG/JPEG, 140x60 pixels, white background)
>
> 1.3 Graduation Certificate (Format –PDF, Size must be less than 1 MB)
>
> 1.4 Final Semester/Consolidated Mark list of Graduation (Format –PDF, Size must be less than 1 MB)
>
> 1.5 PG certificate (Format –PDF, Size must be less than 1 MB)
>
> 1.6 PG mark list (Format –PDF, Size must be less than 1 MB)
>
> 1.7 Experience Certificates (Format –PDF, Size must be less than 1 MB, If more than one certificate is there, scan and merge into a single file and upload)
>
> 1.8 STTP/FDP/awards/Any other Certificates (Format –PDF, Size must be less than 1 MB, If more than one certificate is there, scan and merge into a single file and upload)
>
> 1.9 Recommendation/References (Format –PDF, Size must be less than 1 MB, If more than one document is there, scan and merge into a single file and upload)

2. Eligible candidates can apply for Faculty position in MCAP through the link provided in the career tab of MCAP college website.

Faculty Recruitment Module has two sections, Registration section and Login section.

3. New applicants must go to registration section and select "**Register Here**"

4 .Complete your registration by selecting the post, giving your Name, Mobile Number, Email ID and Date of Birth in DD-MM-YY format.

5. Upon registration you will get *faculty Application form registration* notification in your registered Email ID. Then please go to the login section and login using your **registered Email ID as username and date of birth in DDMMYY format as password**. Fill the required Details and upload scanned documents. Do save and confirm the details. Until the confirmation is done, you can edit the application whenever needed using your login credentials. Only confirmed application will be considered for recruitment process. Once confirmed, your application will be submitted to college and further editing is not possible. You can take the printout of the application in PDF format for future reference.

6. Registered/Applied applicants can make use of **login section**. Registered applicants can use this section for remaining data Entry. Applied Applicants can use this section to view/print the PDF of Application form and other supporting documents.

7. For any queries regarding online form filling Please contact **8921303029**