Welcome to the recruitment portal of Cochin University of Science and Technology.

This portal is used for candidates who seek careers in Cochin University of Science and Technology. In this portal candidates are requested to register themselves using laptops/desktops which is done only once. They can apply for as many posts as notified in this portal using the same login, but separate application fees have to be paid. The application fees are collected for each post they are applying by means of ONLINE BANKING PAYMENT. No other means of payment is entertained.

Method of registration

Following items are required for applying for a post.

1. Passport Size photo of Size - 150 X 180 pixels
2. A valid email ID
3. Relevant Certificates as required by the post you are applying
4. Valid Bank account for online fees payment

Steps to be followed for registration

1. Visit the website https://recruit.cusat.ac.in
2. For the first time users click on the register tab
3. Enter the relevant details as required.
4. Upload passport size photo of size as required
5. On successful submission and mail will be sent to the email id you have provided.
6. Open the mailbox and click on the link in the mall sent by the recruitment cell.
7. Activation message will be sent.
8. Now you can login to the portal from the Login page using the email address as the username and the password you have provided at the time of registration
9. If you forgot the password click on the forgot password link in the login page and enter the details as required.
10. A mail will be sent and click on the link provided in the mail.
11. You will be redirected to a page to enter the new password.
12. Also Password changing facility is provided in the portal.
13. All the communications will be through the email ID provided by you.
14. After login to your dashboard enter the details like academic, experience etc.
15. Please note that the academic qualification is essential for any post you are applying for.
16. For each entry the relevant certificate needs to be uploaded as required.
17. Also the additional certificates and the new photograph can be uploaded from the "Uploads" page of your dashboard.
18. After completing the entries please verify each entry.
19. All the notifications of CUSAT will be displayed in the "CUSAT Notifications" link.
20. Click the "View" button against each notification to get the details of the notification.
21. If found eligible click on the "Apply this Post" button to Add the post into your dashboard "My Dashboard" .

22. It can also be removed from the dashboard by clicking on the "Remove this Post" button which is not possible after successful submission.
23. Click on "My Dashboard" page to view the posts you have applied and set for applying.
24. Against each post status is displayed on the screen.
25. For payment click on the "Pay Now" button for online payment.
26. You will be redirected to the bank's page for online payment. The fee is automatically calculated by the system itself.
27. However the candidate belonging to the PwD category is exempted from the application fee.
28. After successful payment Click on the "Final Submit" button.
29. Please verify by clicking the checkbox and submit
30. A button "Final Submit to University" will be displayed
31. On clicking this button your submission will be completed and a mail will be sent to your mailbox.
32. Go to your Dashboard and download the application by clicking the "View Appn" button seen against the post you are applying.
33. Take a print out together with the other documents provided by the notification and send the hardcopy to the university before the last date.
34. **TO AVOID LAST TIME RUSH IN THE SERVER BETTER SUBMIT YOUR APPLICATION AT LEAST TWO DAYS BEFORE THE LAST DATE.**