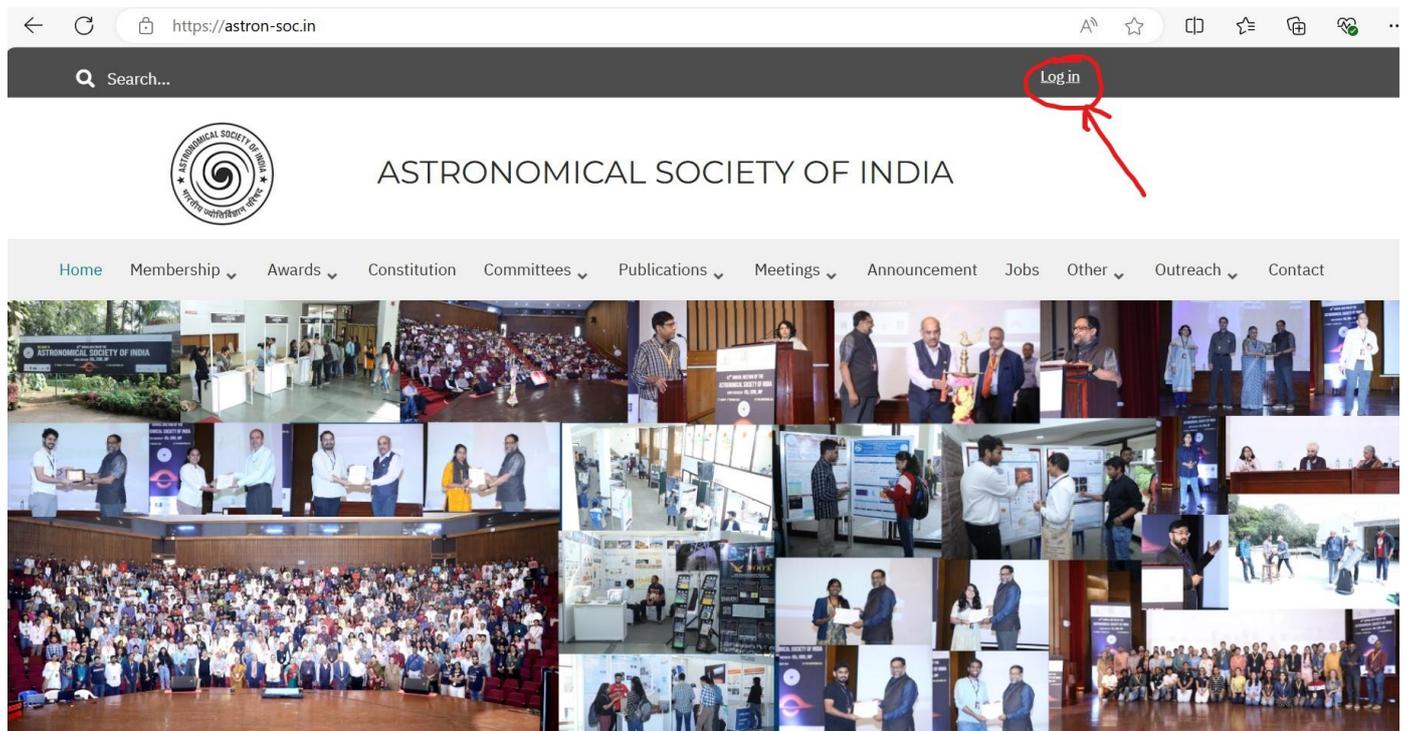


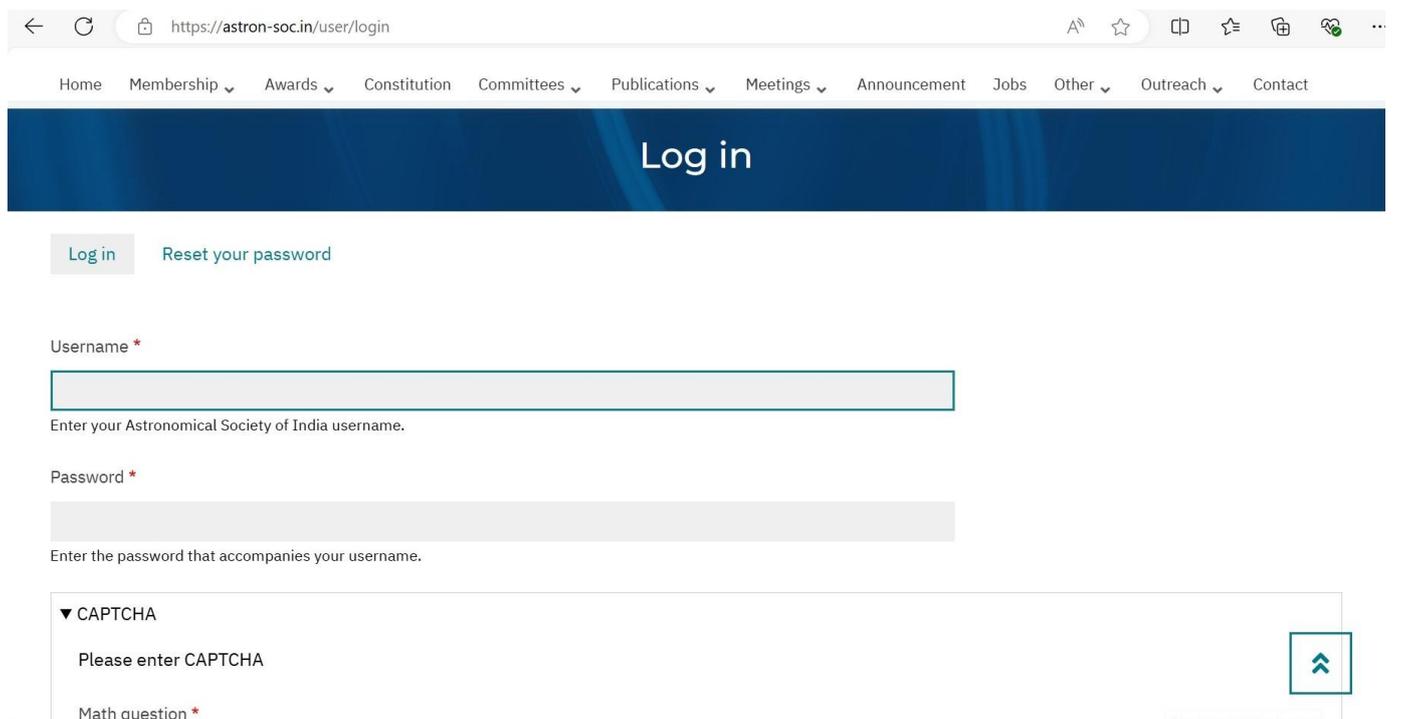
ASI Job Register – Submitting a Job posting

Step 1: In order to submit a new Job advertisement, please login into the main ASI portal using the link <https://astron-soc.in/user/login>.

Only Life members will be able to submit a Job advertisement.



Step 2: Please login to your profile using your Username and Password - shared with you as per the email regarding individual account or when the membership number was assigned.



Step 3: In case you do not remember the password, please use the link to reset the password <https://astron-soc.in/user/password>

← ↻ <https://astron-soc.in/user/login> A ☆ □ ≡ 🏠 🌐 ...

Home Membership ▾ Awards ▾ Constitution Committees ▾ Publications ▾ Meetings ▾ Announcement Jobs Other ▾ Outreach ▾ Contact

Log in

Log in **Reset your password** ←

Username *

Enter your Astronomical Society of India username.

Password *

Enter the password that accompanies your username.

▼ CAPTCHA
Please enter CAPTCHA

Math question *

[Windows Job Webpage](#)

Step 4: Please enter the email address as per the ASI records or the username. The relevant link will be sent to your email address to reset the password.

Home Membership ▾ Awards ▾ Constitution Committees ▾ Publications ▾ Meetings ▾ Announcement Jobs Other ▾ Outreach ▾ Contact

Reset your password

Log in **Reset your password**

Username or email address *

Password reset instructions will be sent to your registered email address.

[Windows Job Webpage](#)

Step 5: Once you are logged in, please click on the link “Add Job Announcement” which is available on the right menu in the category Menu for Members.



ASTRONOMICAL SOCIETY OF INDIA

- Home
- Membership
- Awards
- Constitution
- Committees
- Publications
- Meetings
- Announcement
- Jobs
- Other
- Outreach
- Contact

Profile

Profile Information	
Username	—
Email	—
Edit Profile	The information such as password, email address can be updated from this link

MENU FOR MEMBERS

- > Profile
- > Add Membership Details
- > Update Membership Details
- > View Submitted Details
- > Add Job Announcement

Step 6: Please fill in the necessary fields based on the Job requirements as available in the form and click on the submit button. An acknowledgement will be sent to your email address.

- Home
- Membership
- Awards
- Constitution
- Committees
- Publications
- Meetings
- Announcement
- Jobs
- Other
- Outreach
- Contact

Add Job Announcement

Job Title *

Example Job title

Please enter the Job title

Select the Job Category *

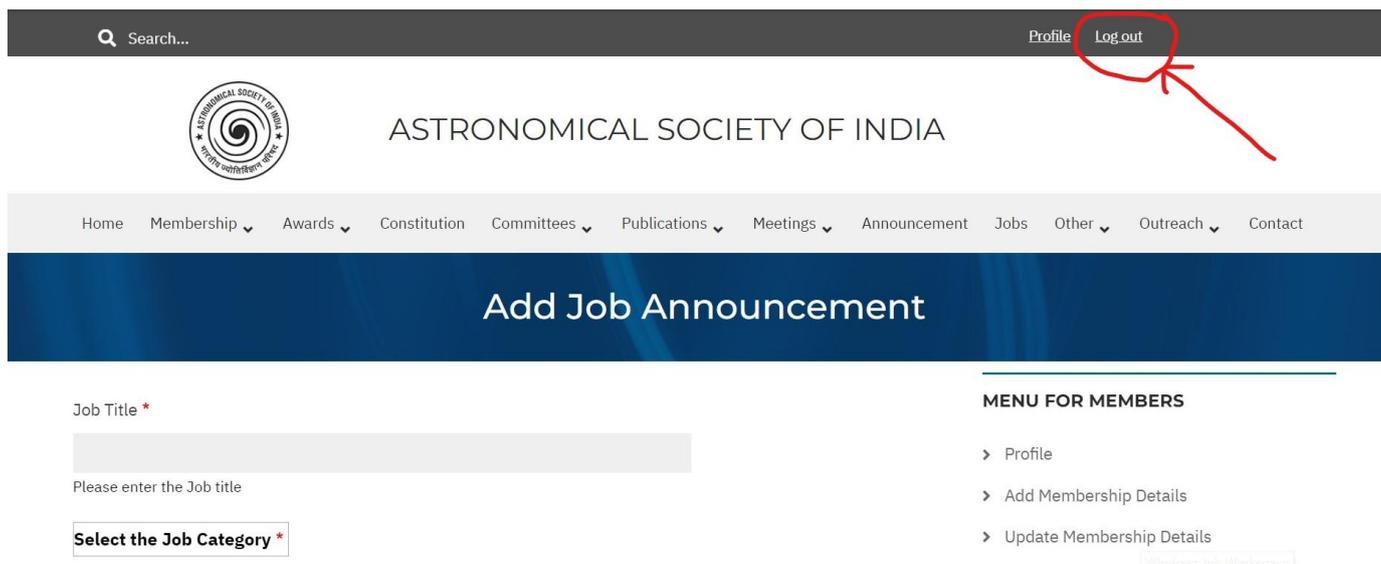
- Faculty Member
- Post-doctoral fellow
- PhD
- Project
- Technical

MENU FOR MEMBERS

- > Profile
- > Add Membership Details
- > Update Membership Details
- > View Submitted Details
- > Add Job Announcement



Step 7: Once the Job announcement is submitted, in order to logout, please click on the logout button.



The screenshot shows the top navigation bar of the Astronomical Society of India website. The 'Log out' button is circled in red with an arrow pointing to it. Below the navigation bar is the ASI logo and the text 'ASTRONOMICAL SOCIETY OF INDIA'. A secondary navigation bar contains links for Home, Membership, Awards, Constitution, Committees, Publications, Meetings, Announcement, Jobs, Other, Outreach, and Contact. Below this is a large blue banner with the text 'Add Job Announcement'. The main content area features a form for adding a job announcement, including a 'Job Title' field and a 'Select the Job Category' dropdown. To the right of the form is a 'MENU FOR MEMBERS' section with links for Profile, Add Membership Details, and Update Membership Details.

Step 8: Once the announcement is submitted, it will be reviewed by the Secretary, ASI and an approval acknowledgement will be sent to your email. It will be listed in the list of Job category and also circulated to all the members in the next Friday announcement.



The screenshot shows the 'Astronomy and Astrophysics Job Opportunities' page on the ASI website. The 'Jobs' menu item in the top navigation bar is circled in red with an arrow pointing to it. Below the navigation bar is the ASI logo and the text 'ASTRONOMICAL SOCIETY OF INDIA'. A secondary navigation bar contains links for Home, Membership, Awards, Constitution, Committees, Publications, Meetings, Announcement, Jobs, Other, Outreach, and Contact. Below this is a large blue banner with the text 'Astronomy and Astrophysics Job Opportunities'. The main content area features a list of job categories: List of Jobs - All, Faculty, Postdoc, PhD, Technical, Project, Industry, and Other. Below the categories is the text 'Displaying 1 - 10 of 10'. At the bottom is a table header with columns for Job Title (Click on the title to view the Job Details), Job Category(s), Posted on, Deadline, and Job Code.