



CSIR-Indian Institute of Chemical Biology, Kolkata, a premier Institute under the aegis of Council of Scientific and Industrial Research (CSIR), is involved in generating cutting edge knowledge and trained human resources in the field of chemical biology, biochemistry, cell biology, genomics, epigenomics, structural biology, bioinformatics, and medicinal chemistry to address fundamental and applied biological and biomedical research questions associated with infectious and non-infectious diseases that are relevant to this country and in the global context.

The Institute intends to induct manpower for the following positions by inviting applications from the eligible candidates.

**CSIR-IICB/Govt. of India strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply.**

Opening date of online application **04/08/2022**

Last date of submission of online application **24/08/2022**

### 1. Advertisement Number: R&C/550/2021

Vacancy Code	Name of Post	No. of Posts & reservation status	Pay Level / Pay Matrix	Essential Qualification	Upper Age Limit
5502101	Junior Secretariat Assistant (Gen)	No. of Posts: 08 [06 UR, 01 SC & 01 OBC]	Pay Level – 2, Cell – 1 (Gross emoluments approximately Rs. 30,000/- PM)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time.	28 years (The Maximum age limit is relaxable as per GOI/CSIR rules)
5502102	Junior Secretariat Assistant (S&P)	No. of Posts : 02 (Unreserved)			
5502103	Junior Secretariat Assistant (F&A)	No. of Posts : 03 - Unreserved (including 01 ex-servicemen)			
<b>Abbreviations - UR:</b> Unreserved; <b>SC:</b> Scheduled Caste; <b>OBC:</b> Other Backward Class; <b>Gen:</b> General; <b>S&amp;P:</b> Stores & Purchase; <b>F&amp;A:</b> Finance & Accounts					
<b>Job requirement:</b> Candidates are required to provide assistance to the General Administration/Stores & Purchase/Finance & Accounts besides any other official work as and when assigned.					
<b>Note:</b> The number of vacancies indicated against each Vacancy code is provisional and may increase or decrease.					

### 2. Advertisement Number: R&C/555/2021

Vacancy Code	Name of Post	No. of Posts & reservation status	Pay Level / Pay Matrix	Essential Qualification	Upper Age Limit
5552101	Junior Stenographer	No. of Posts: 04 - Unreserved (including 01 PWD – Blindness and low Vision)	Pay Level – 4, Cell – 1 (Gross emoluments approximately Rs. 38,000/- PM)	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.	27 years (The Maximum age limit is relaxable as per GOI/CSIR rules)
<b>Abbreviations - PwBD:</b> Persons with Benchmark Disabilities					
<b>Job requirement:</b> To provide secretarial/stenographic assistance/Typing and other official work as and when assigned					
<b>Note:</b> The number of vacancies indicated against each Vacancy code is provisional and may increase or decrease.					

### 3. Syllabus of written test for the post of Junior Secretariat Assistant (Gen/S&P/F&A)

There will be two papers (Paper-I and paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper – I. Paper-I is qualifying in nature. Merit list will be prepared based on marks obtained in Paper – II.

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

#### Paper – I (Time allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

\*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem solving, Situational Judgement, etc.

#### Paper – II (Time allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

### 4) Scheme and Syllabus of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	10+2 / XII
Total No. of Questions	200
Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

4.1) Competitive Written Examination will consist of only **one paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 mark is deducted for every wrong answer
II	General Awareness	50	50	0.25 mark is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 mark is deducted for every wrong answer

#### 4.2) Proficiency Test in Stenography

Those candidates who secure the minimum threshold marks (to be determined by the selection committee) in the competitive written examination will be called for proficiency test in stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the application form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

#### 4.3) Preparation of Merit List

- The proficiency in stenography will only be qualifying in nature
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- The merit list will only comprise of those candidates who have qualified the proficiency test in stenography

## 5. TERMS & CONDITIONS

### **[5.1] Benefits under Council Service:**

- (a) The posts carry usual allowance i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of entitled type as per CSIR house allotment rules depending upon availability in which case HRA will not be admissible.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the National Pension System (erstwhile New Pension Scheme) applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject.

### **[5.2] General Conditions and information:**

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of online applications. No enquiry asking for advice as to eligibility will be entertained.
- (c) Merely fulfilling the minimum prescribed qualifications and experience will not vest a right in a candidate for being called for Written Test and Proficiency / Skill Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- (d) Applicants working in Government Departments shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidates will have to give an undertaking at the appropriate place in the online application that they have intimated their employer about their application against the advertisement.
- (e) In respect of equivalent clause in Essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- (f) If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.
- (g) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc, candidates are requested to convert the same into percentage based on the formula as per their University/Institute.
- (h) Persons With Benchmarks Disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (i) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- (j) The number of vacancies indicated against each Vacancy Code is provisional and may vary either way at the time of selection.
- (k) Incomplete applications and lack of required certificates / documents are liable to be rejected.
- (l) The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that grade / post.

- (m) This is for information that, if any declaration given or information furnished by any candidate proved to be false or if he/she is found to have wilfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
- (n) The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for online application.
- (o) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- (p) The decision of the CSIR-IICB / CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates.
- (q) Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the Institute's website only. Hence, applicants are requested to follow the Institute website i.e. <https://iicb.res.in/> or <http://www.career.iicb.res.in/> for updates.
- (r) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED**

### **[5.3] Relaxations:**

- (a) The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/examination.
- (b) There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
- (c) As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of SC/ST in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence at the time of test/examination:
  - I. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - II. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement / decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that they have not remarried since.
- (d) Age relaxation for persons with benchmark disabilities (PwBD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual such posts.
- (e) Relaxation in case of ex-servicemen will also be applicable as per provisions of CSIR/Gol.
- (f) **SC/ST/OBC/EWS/PwBD/Ex-servicemen candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government at the time of test/examination/document verification. In addition, the OBC candidates have to submit a declaration as per annexure-I**

- (g) **No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.**
- (h) Relaxations are permissible in Upper age limit to some other categories as per instruction of Gol/DoPT/CSIR.
- (i) **The cut-off date for determining the age, qualifications and experience shall be the last date for receipt of online application.**

## **[6] Instruction to the Candidates**

- (a) **DOWNLOAD OF CALL LETTER:** Candidates will have to visit the Institute's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- (b) **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.
- (c) **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** *Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.*

- (d) Interim queries will not be entertained.
- (e) Canvassing in any form and/or bringing in any outside influence (political or otherwise), will be treated as a disqualification for the post.
- (f) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.
- (g) Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification either before or after any of the stages of selection, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled forthwith.
- (h) The decision of the Director, CSIR-IICB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of skill/written test as per CSIR Administrative Services(Recruitment & Promotion) Rules, 2020 and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

## **[7] CENTRE CLAUSES:**

- (a) The examination will be conducted online in venues given in the respective call letters.
- (b) No request for change of centre/venue/date/session for Examination shall be entertained.
- (c) Institute, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (d) Institute also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Institute will not be responsible for any injury or losses etc. of any nature.
- (f) Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Institute reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Institute reserves the right to allot any other centre to the candidate.

## **[8] GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE:**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- (a) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate will have to submit the certificate and undertaking as per **Annexure-II & III** at the time of written test.
- (b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (c) **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions,.**
- (d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (e) The scribe may be from any academic stream.
- (f) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (g) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.  
Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature
- (h) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

### **[8.1] Guidelines for Visually Impaired candidates**

- (a) Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

## **[9] OTHER CLAUSES:**

- (a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (b) Decision of the Institute in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Institute in this behalf.
- (c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- (d) The responses (answers) of individual candidates will be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the competent authority in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the Institute or its outsourced agency reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- (e) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Institute's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

## **[10] PROCESS FOR ARRIVING AT SCORES:**

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, where applicable.
  - (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*
- \* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

## **[11] BIOMETRIC DATA – Capturing and Verification:**

Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at any stage to verify the identity of the candidate. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

## **[12] How to apply:**

1. Applicants working in Government Departments shall be required to upload a 'No Objection Certificate' from their employer while applying, failing which their candidature will NOT be considered. CSIR-IICB will not accept any person on lien or deputation basis.
2. Eligible candidates are required to apply on-line through CSIR-IICB website: website i.e. <https://iicb.res.in/> or <http://www.career.iicb.res.in/>
3. No other mode of application will be accepted.
4. Online application will be available on CSIR-IICB website upto **04/08/2022 to 24/08/2022.**
5. The candidates has to remit application fee Rs.100/- through NET Banking/Debit Card/Credit Card etc
6. Scheduled Caste/Scheduled Tribe/Persons with Benchmark Disabilities/Women/CSIR Employees are exempted from submission of application fee.

## **[13] DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from **04/08/2022 to 24/08/2022** and no other mode of application will be accepted.

## **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) scan their:
  - photograph (4.5cm x 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation may be sent to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FEES (NON REFUNDABLE) IS : 24/08/2022.**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.



## A. Application Registration

1. Candidates have to go to the Institute's website [www.iicb.res.in](http://www.iicb.res.in) or and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## B. PAYMENT OF FEES

### ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details.**Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### **C. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm x 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- 

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) *In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.*
- (2) *After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.*
- (3) *Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.*
- (4) *Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.*
- (5) *If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.*
- (6) *Candidates should ensure that the signature uploaded is clearly visible*
- (7) *After registering online candidates are advised to take a printout of their system generated online application forms.*

**Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it

- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

**[14] ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

**(a) to be disqualified from the examination for which he/ she is a candidate**

**(b) to be debarred either permanently or for a specified period from any examination conducted by the Institute**

**(c) for termination of service, if he/ she has already joined the Institute.**

**In the event of any inconsistency between Hindi and English version, the English version shall prevail**

**(Sr. Controller of Administration)**

**HINDI VERSION FOLLOWS**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_ resident  
of village/town/city \_\_\_\_\_ district \_\_\_\_\_ state \_\_\_\_\_

hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a  
backward class by the Government of India for the purpose of reservation in services as per orders contained  
in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It  
is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the  
Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated  
9<sup>th</sup> March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14<sup>th</sup> October, 2008 and as amended time to  
time.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a  
Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Note :**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place: \_\_\_\_\_

Date: \_\_\_\_\_