

Instructions to Candidates

New Registration:

- Candidates desirous to apply for Junior Secretariat Assistant (Gen/F&A/S&P) positions against the advertisement should apply through this Online Recruitment Portal only.
- Candidates has to register with valid Email Address by clicking on “New Registration” button on the top of the panel:
(Follow the instructions in the “New Registration Form’ Page)
- Upon successful registration, an OTP will be sent to the registered email address.
- The candidate must enter OTP and must fill Title, Name, Contact Number and set Password.
- After successful Registration process, the candidate can log in using their credentials to apply through the Online Application Portal.
- Online application registration and filling of application will be closed on 03-Mar-2025 at 11.59 PM IST , therefore, candidates are advised to submit their application well before the closing date & time and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the website on account of heavy traffic on the servers during the closing date:
- Candidates can apply **for multiple postcodes**, provided they fulfil all eligibility criteria.
- Candidates have to select the post(s) for which they are willing to apply.
- Candidates have to select the order of Preference for the posts which they want to be considered.

Payment Details :

- Candidates are required to remit the application fee of **Rs.500/- in favour of "Director, CSIR-IICT" through online payment system only viz., SB Collect by using the following link:**

- <https://www.onlinesbi.sbi/sbicollect/>
- (Govt. Departments → Telangana → Indian Institute of Chemical Technology → Application Fee for Recruitment)

Candidates are advised to keep all the documents to be uploaded along with the online applications form ready.

Filling of Application Form:

- 1 Login using your registered email address and password, enter captcha.
- 2 The Online application form has 3 pages
 - a. Positions
 - b. Profile
 - c. Print Application
- 3 Click on Profile and enter Date of Birth, Category, PwBD, Marital Status, CSIR Laboratories/Institutes Employee columns and Ex-servicemen and submit.
PLEASE ENTER THE DETAILS CAREFULLY, AS THEY ARE NON-EDITABLE.
- 4 Select Post codes for which you want to apply. Then click button on Submit Selected Posts.
- 5 Select the orders of Preference of Posts, then Submit.
- 6 Enter your Personal Details, upload the photo and signature and enter all the fields and click on **Save & Next** button.
- 7 Enter Address, Country and mobile number and click on **Save & Next** button
- 8 Enter Family Details and click on **Save & Next** button
- 9 On Other Details page Upload Proof of Date of Birth, Reserved Category certificates, Ex-servicemen certificate, PwBD certificate, wherever applicable, and enter the required fields and click on **Save & Next** button.
- 10 Candidates must enter their Educational /Technical qualifications and upload the Academic /Technical qualifications certificates the click upload documents and Preview the uploaded documents the click **Next** button

- 11 Enter Employment Details, enter details and update and click add row for additional rows “If you are currently employed, enter ‘Current date’ in the Date of Leaving Column” then upload the Experience Certificate and then click on **Save & Next** button.
- 12 Enter Other Employment Details, if any, and click Save & Next button.
- 13 Select Medium of Examination and enter the details and Proficiency in Computer Typing and click on Save & Next button.
- 14 Enter Employment Details if you are a Government Servant at Present, upload NOC and click **Save** button and preview uploaded document then click on **Next** button.
- 15 Enter Languages known and click on update , add rows for additional languages known and click **Next** button
- 16 Upload Additional Relevant Documents, if any, read the instructions carefully and upload any additional relevant documents and then click upload and preview the uploaded document and click on **Save & Next** button.
- 17 Enter payment details, wherever applicable and click on **Save & Next** button.
- 18 Preview the application you have filled and save.
- 19 After filling all the pages and uploading the relevant documents, candidate has to click the **“Final Submit”** button to submit the application.
- 20 Candidates can login any number of times and fill information in the above mentioned pages, and save the contents to update the filled information.
- 21 Please note that once application is submitted, candidate will not have access to edit Online Application Form for any corrections or updating. Hence, candidates have to ensure that they complete the application form in all respects with correct details.
- 22 Candidates should retain a copy of the application print-out and any payment details for their records.
- 23 **It is important to keep a printout of the completed application form. Candidates should NOT send a hard copy of the application after submission.**
- 24 **Candidates will be requested to submit a hard copy of application along with relevant documents at the appropriate time.**