Instructions to Candidates

New Registration:

- Candidates desirous to apply for scientific 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 09-Dec-2024 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 for each individual postcode. However, the candidate must complete a separate application (excluding primary/registration details) along with the requisite application fee separately for each post code.

Filling of Application Form:

- Login using your registered email address and password, enter captcha
- The Online application form has 4 pages
  1. Positions
  2. Profile
  3. For Multiple Positions Update Profile
  4. Print Application
- Click on Profile and enter Date of Birth, Category, PwBD, Martial Status and CSIR Laboratories/Institutes Employee columns and submit
- Select Post code for which you want to apply
- Enter your Personal Details, upload the relevant documents and follow the instructions to enter all the fields and click on save & next button
- Enter Address , Country and email and click on save & next button
- Enter Family Details and click on save & next button
- On Other Details page Upload the relevant documents and enter the required fields and click on save & next
- Candidates must enter their Academic/Technical qualification and upload the relevant documents
- Click on Edit button to enter the fields and then update, thereafter enter the other fields and upload the relevant documents and click save & next
- Enter Ph.D. details , upload the relevant document and click save & next
- Enter Employment Details Post M.Tech./Ph.D. click save & next
- Enter details of Publications upload the relevant document and click save & next

- Enter details of Patents, if any and upload the relevant document and click save & next
- Enter details of Award/Honours, if any and upload the relevant document and click save & next
- Enter details of Research Projects, if any and click save & next
- Enter Employment Details and click save & next
- Enter Employment Details Government Servant and click save & next
- Enter Countries Visited and click save & next
- Enter Languages known and click save & next
- Enter Suitability for the position and click save & next
- Enter References, if any and click save & next
- Upload Additional Relevant Documents, if any and click save & next
- Enter payment details, wherever applicable and click save & next
- Preview the application you have filled and save
- Candidates can login any number of times and fill information in the above mentioned pages, and save the contents to update the filled information.
- After filling all the pages and uploading the relevant documents, candidate has to click the "Final Submit" button to submit the application.
- 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.
- Candidates should retain a copy of the application print-out and any payment details for their records,
- It is important to keep a printout of the completed application form. Candidates should NOT send a hard copy of the application after submission.
- Candidates will be requested to submit a hard copy of application along with relevant documents at the appropriate time.

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. Department -→Telangana -→ Indian Institute of Chemical Technology -→ Application Fee for Recruitment)**
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