

Guide lines for filling of application form

IMPORTANT INSTRUCTION:

1. Eligible candidates are required to apply ONLINE only through our website <http://jobs.ncl.res.in>
2. Candidate should have valid email ID. If the candidate does not have a valid email id, he/she should create a new valid email-ID before applying ONLINE. Candidate are advice to check email inbox/spam folder regularly for **update notification/short list/wait list**.
3. Images of photograph and signature in JPG/JPEG format only.
4. Candidates Photograph file size must be between **5KB to 50KB**.
5. Candidates Signature file size must be between **5KB to 25KB**.
6. Candidates are **not** required to send/submit hard copy of application form to NCL.
7. **No** TA/DA will be admissible for appearing for the interview.
8. **No** interview call letter will be issued.
9. **A good internet speed**.
10. Turn **pop-ups on**, in case site is asking for block/unblock notification.
11. In case of online interview **URL link** will be send to short listed candidate to his/her registered email id.
12. In case of **physical interview** candidate are advice to bring all testimonial at the time of interview at mention venue.
13. Candidates are advised to bring the hard copy of the application form and all original testimonial in case of selected for verification.
14. Shortlisted/Selected/Wait listed candidate details will be uploaded on website on mention date afternoon given in the advertisement details.
15. Candidate are advice to **clear advance browsing data history**.

HOW TO APPLY:

Step-1:

Open website: <http://jobs.ncl.res.in>

Step-2:

New Registration:

In case not registered, Click New Registration link and fill registration form and submit your details. A verification mail will be send to registration email ID. Candidate need to check his /her email and follow the mail message instruction.

Fig: New registration

The screenshot displays the 'Project Temporary Staff Recruitment' website for CSIR-National Chemical Laboratory, Pune-411008. The page features a navigation bar with a 'HOME' link. On the left, there is a 'Document & Help' section with links for 'How to Apply', 'New Registrtaion', and 'Result'. Below this is an 'Important Links' section with links to the 'CSIR-NCL Website', 'Academic Website', and 'CSIR Website'. The main content area is titled 'NEW REGISTRATION' and contains a form with the following fields: 'Email Id' (with a placeholder 'Email Id'), 'Password' (with a placeholder 'Password'), and 'Date of Birth' (with a placeholder 'dd/MM/yyyy' and a calendar icon). A red 'Register' button is located below the form. Below the form, there is a 'Registration Instruction' section with a list of instructions: 'New users for this site need to register themselves by clicking on New Registration. Activation Link will be sent to your email Id. Check your mail inbox & follow instruction. You need to Click the mail inbox link to activate account. Please note that you can apply for more than one post using a single login ID.', 'If you not receive activation mail , try to login with that email id , you will receive activation mail again.', and 'Please click 'Apply' against the advertisement you wish to apply for. Select the desirable Post and click on APPLY button. In case you have already logged in on a previous occasion and began the process of...'. The browser's address bar shows the URL 'http://jobs.ncl.res.in/Registration'. The taskbar at the bottom shows various application icons and the system clock indicating 11:26 AM on 02/11/2020.

Registered User:

Click the **Apply** button against advertise.

Fig: Registered User login

The screenshot shows the 'Project Temporary Staff Recruitment' website. The header includes the CSIR-NCL logo and the text 'Project Temporary Staff Recruitment' and 'CSIR-National Chemical Laboratory, Pune-411008'. The main content area features a 'REGISTERED USER' login form with fields for 'Email Id', 'Password', and 'Date of Birth' (dd/mm/yyyy). There are buttons for 'Login', 'Forgot Password?', and 'New Registration'. To the left of the login form is a 'Document & Help' section with links for 'How to Apply', 'New Registration', and 'Result'. Below this is an 'Important Links' section with links for 'CSIR-NCL Website', 'Academic Website', and 'CSIR Website'. A disclaimer at the bottom states: 'Disclaimer: This site is designed and hosted by CSIR-NCL. Best Viewed in Resolution is 1024x768'.

Step-3:

Go to advertise details and apply against suitable advertise for which you are eligible.

The screenshot shows the 'Project Temporary Staff Recruitment' website with the 'New Jobs' section highlighted. The table below lists the available job advertisements.

Advertisement No.	Title	Start Date	Last Date	Extended Date	Apply
2020/CSIR-NCL/CNMR/TP009028/1	Advertisement For The Post Of PAII. This Is A Test Advertisement.	27-10-2020	02-11-2020		Apply

The website header and footer are identical to the previous screenshot, including the CSIR-NCL logo, project title, and disclaimer.

Step-4:

Select a post after step-3 and click 'APPLY'

The screenshot shows the 'Project Temporary Staff Recruitment' portal for CSIR-National Chemical Laboratory, Pune. The user is logged in. The 'Select a Post' dropdown menu is open, showing the option '1(Project Assistant-II)'. The 'APPLY' button is visible at the bottom of the form.

Advertisement No
2020/CSIR-NCL/CNMR/TP009026/1

Category
Open

Title
Advertisement For The Post Of PAII. This Is A Test Advertisement.

Number of Post
1

Desirable Experience
Familiar with NMR experiments and theory

Emolument Per Month
30000

Contact Person Email
tg.ajithkumar@ncl.res.in

Project Code
TP009026

Post Name
Project Assistant-II

Minimum Qualification
MSc in any branch of Chemistry/Physics or equivalent

Age Limit
35

Job Requirement
Carry out solid- and liquid state NMR experiment in the Central NMR Facility

Contact Person Name
T.G Ajithkumar

Contact Person Phone No
2590256

APPLY

Step-5: Fill Application form

1. Personal information

The screenshot shows the 'Basic Details' section of the application form. The user is logged in. The form includes fields for First Name, Middle Name, Last Name, Date of Birth, Nationality, Gender, Category, Physically Handicapped, Address for Communication, and Contact Information. The 'Address for Communication' section is highlighted.

First Name
MANISHA LAMBA

Middle Name
Middle Name

Last Name
Last Name

Date of Birth
16/05/1997

Nationality
INDIAN

Gender
MALE

Category
Open

Physically Handicapped
NO

Address for Communication

Address Line 1
E-7839, PARWATI COMPLEX

Address Line 2 (Optional)
KOTHURUD NEAR NATIONAL HIGHWAY

City
PUNE

State
MAHARASHTRA

Country
INDIA

Pincode
111111

Permanent Address ☐ Same as Above
E-7839, PARWATI COMPLEX, KOTHURUD NEAR NATIONAL HIGHWAY, PUNE, MAHARASHTRA, MAHARASHTRA, 111111

Contact Information


Country Code
091

10 digit Mobile No.
6662777828

Reset **Save** **Next**

2. Academic qualification

[HOME](#)


Application Form

1. Personal Information
2. Academic Qualification
3. Fellowship(optional)
4. Experience(optional)
5. Additional Information(optional)
6. Any Relatives in CSIR(optional)
7. Enclosures
8. Upload Photo & Signature
9. Application Preview & Submit

2. Academic Qualification

NOTE: Acadmic details from 10th/SSC onward mandatory.

New Academic Qualification


Qualification	Specialized Subject		
<input type="text" value="SELECT"/>	<input type="text" value="Specialized Subject"/>		
College/Institute	Board/University	State	Country
<input type="text" value="College/Institute"/>	<input type="text" value="Board/University"/>	<input type="text" value="State"/>	<input type="text" value="INDIA"/>
Marking System	Marks/Grade Point Obtained	Marks/Grade Point Out of	
<input type="text" value="SELECT"/>	<input type="text" value="Marks Obtained"/>	<input type="text" value="Marks Out of"/>	
Year of Passing			
<input type="text" value="1980"/>			

[Back](#)[Save](#)[Next](#)

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3. Fellowship/Other Qualification (optional)

[HOME](#)


Application Form

1. Personal Information
2. Academic Qualification
3. Fellowship/Other Qual.(optional)
4. Experience(optional)
5. Additional Information(optional)
6. Any Relatives in CSIR(optional)
7. Enclosures
8. Upload Photo & Signature
9. Application Preview & Submit

3. Fellowship/Other Qualification(optional)-For example JRF/SRF/NET/GATE/Fellowship

New Fellowship/Other Qualification (Add)

Name(Other then Ph.D, Master, Gradution,HSC,SSC)	Major Subject		
<input type="text" value="Name"/>	<input type="text" value="Major Subject"/>		
Description in Details			
<input type="text" value="Description"/>			
College/Institute/Branch/NA	Board/University/Organisation Name	State	Country
<input type="text" value="NA in case not aplicable"/>	<input type="text" value="Board/University"/>	<input type="text" value="State"/>	<input type="text" value="INDIA"/>
Percentage (optional & without decimal)	Year of Passing		
<input type="text" value="Percentage"/>	<input type="text" value="1980"/>		

[Back](#)[Save](#)[Next](#)

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4: Experience (optional)

 HOME



Application Form

1. Personal Information
2. Academic Qualification
3. Fellowship(optional)
4. Experience(optional)
5. Additional Information(optional)
6. Any Relatives in CSIR(optional)
7. Enclosures
8. Upload Photo & Signature
9. Application Preview & Submit

4. Experience(optional)

Excluding semester course project work

New Experience (Add)

Organization Name

Organization Name

Organization Type

SELECT

Post Hold

Post Hold

Nature of Work(Full work Details)

Work Details

Date of Joining

Till Date Working ☐

Date of Leaving

Back


Save

Next

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5. Any additional Information (optional) Candidate can enter thesis/project work details related to academic curriculum/industry/R&D or any relevant information.

[HOME](#)


Application Form

1. Personal Information

2. Academic Qualification

3. Fellowship(optional)

4. Experience(optional)

5. Additional Information(optional)

6. Any Relatives in CSIR(optional)

7. Enclosures

8. Upload Photo & Signature

9. Application Preview & Submit

6. Relatives in CSIR(optional) **

** Closed Relation means wife/husband/son/daughter/sister/son in law/brother in law (wife's brother/sister's husband)/sister in law (brother's wife/wife's sister) of CSIR Lab.

New Relatives details (Add)

Relative Name

Relative Designation

Laboratory Name

Relative Name

Relative Designation

CSIR-National Chemical Laboratory(CSIR-NCL), Pune

Relationship As

Relations

Back


Save

Next

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6: Any relative in CSIR (optional)

[HOME](#)


Application Form

1. Personal Information

2. Academic Qualification

3. Fellowship(optional)

4. Experience(optional)

5. Additional Information(optional)

6. Any Relatives in CSIR(optional)

7. Enclosures

8. Upload Photo & Signature

9. Application Preview & Submit

6. Relatives in CSIR(optional) **

** Closed Relation means wife/husband/son/daughter/sister/son in law/brother in law (wife's brother/sister's husband)/sister in law (brother's wife/wife's sister) of CSIR Lab.

New Relatives details (Add)

Relative Name

Relative Designation

Laboratory Name

Relative Name

Relative Designation

CSIR-National Chemical Laboratory(CSIR-NCL), Pune

Relationship As

Relations

Back

Save

Next

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7. Enclosure(s)

- It must be in PDF Format.
- Be sure to create your PDFs before filling the application form.
- Preview your PDF files for image quality to ensure that the documents are complete and readable prior to uploading.
- Maximum File size limit
- There are a number of free software tools available to reduce large image and file size. Image can be reduced in paint or other software tool. Size can be reduce by **scaling size and cropping**.
- Convert reduced image to PDF as per specified range in table for **each category as separate file** mention in table (1).

Table(1)

Marksheet	Marksheet Maximum File Size Limit
SSC/Matriculation/10 th	150KB
Graduation (First year)	150KB
Graduation(second year)	150KB
Graduation(third year)	150KB
Graduation(Fourth year) optional	150KB
Graduation(Fifth year),optional	150KB
Post-Graduation(1 st year)	150KB
Post-Graduation(2 st year)	150KB
PhD(optional)	150KB
Experience certificate(optional)	1MB
Diploma	300KB
Trade(N/S)	300KB
ITI	300KB

Graduation Marksheets:-

1st year Marksheet (Year wise/Semester wise marksheets along with backlog cleared marksheets(if any)) - Create **one combined PDF file** for all the mark-sheets of the First year degree exam.

2nd year Marksheet (Yearwise/Semester wise marksheets along with backlog cleared marksheets(if any)) - Create **one combined PDF file** for all the mark-sheets of the Second year degree exam.

3rd year Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any))- Create **one combined PDF file** for all the mark-sheets of the Third year degree exam.

4th year Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any))- Create **one combined PDF file** for all the mark-sheets of the Fourth year degree exam.

5th year Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) (If applicable) - Create **one combined PDF file** for all the mark-sheets of the Fifth year degree exam.

Post Graduation Marksheets:-

1st year Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) - Create **one combined PDF file** for all the mark-sheets of the First year of Post-graduation degree exam.

2nd year Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) - Create **one combined PDF file** for all the mark-sheets of the Second year post-graduation degree exam.






Fig: Enclosure(s) form

The screenshot shows a web application interface for uploading enclosures. On the left is a sidebar titled 'Application Form' with a list of steps: 1. Personal Information, 2. Academic Qualification, 3. Fellowship(optional), 4. Experience(optional), 5. Additional Information(optional), 6. Any Relatives in CSIR(optional), 7. Enclosures (highlighted), 8. Upload Photo & Signature, and 9. Application Preview & Submit. The main content area is titled '7. Enclosure(s)' and specifies the file format as PDF with a maximum size limit of 150KB each and a minimum size of 10KB. Below this, it states the format for Diploma/Trade/ITI is PDF with a maximum size limit of 300KB each and a minimum size of 10KB. There are two input fields: 'Select Type' with a dropdown menu showing 'SELECT', and 'Attach Certificate' with a 'Choose File' button and a 'No f...sen' option. An 'Upload' button is also present. At the bottom of the form area are 'Back' and 'Next' buttons. A disclaimer at the very bottom states: 'Disclaimer: This site is designed and hosted by CSIR-NCL. Best Viewed in Resolution is 1600x900'.

8. Upload photo and signature

- It must be in JPG/JPEG format.

- The file size must be less than 50 KB for passport photo and 25kB for signature.
- Photo must be in colour and Passport size.
- The photo-print should be clear and with a continuous-tone quality.
- It should have full face, front view, eyes open.
- Center head within frame.
- The background should be a plain blue or white or red.

Allowed	Not Allowed
 	  

Upload form sample

HOME



Application Form

1. Personal Information
2. Academic Qualification
3. Fellowship(optional)
4. Experience(optional)
5. Additional Information(optional)
6. Any Relatives in CSIR(optional)
7. Enclosures
8. Upload Photo & Signature
9. Application Preview & Submit

8. Upload Photo and Signature

Format Supported: jpg/jpeg (Photo size limit: 5KB to 50KB, Signature size limit: 5 KB to 25KB)

Candidate can use paint/other editor to reduce the size.

Choose File No f...sen Upload



Choose File No f...sen Upload



Back Next

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9. Preview application and submit: accept term and conditional and submit your application form.

Note: (Once an application submitted, make any changes to the application not permitted.)

10. Save/Print your application for future reference.

11. Logout

How to decrease Image and file size:

Decrease resolution

If you plan to scan a mark sheet / paper document, scan at a low or medium resolution, and in black and white. Choose an image file as a pdf for your output. Your exact options for scanner settings will vary depending on the make and model of your scanner or the type of scanner software you use, but you likely are able to select the "resolution" and "file type" of your scan.

Determine size

To determine the size of a PDF document: Open your document. At the top of your screen, under the "File" menu, look for an option called "Document Properties." This will tell you the date the document was created, the type of file, and the size of the file.

Crop/Scale image

There are a number of free software tools available to reduce large image and file size. Image can be reduced in **paint or other software tool**. Size can be reduced by **scaling size and cropping**.

Convert reduced image to PDF as per specified range in table for **each category as separate file mention in table (1)**

Short List/Selected Wait List

Short list/selected/wait list will be displayed on website in **Short List/Selected/Wait List section** as per date mention in particular advertise.

HELP AND SUPPORT:

For any query go to particular advertise details and contact via mention email ID/phone number.

