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:

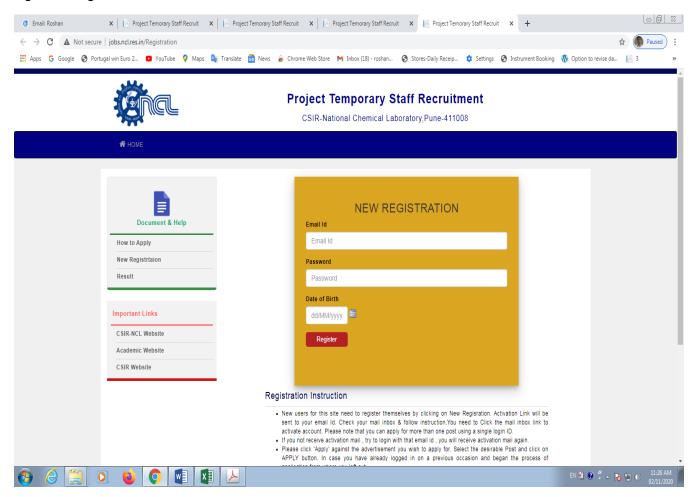
Open website: http://jobs.ncl.res.in

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.

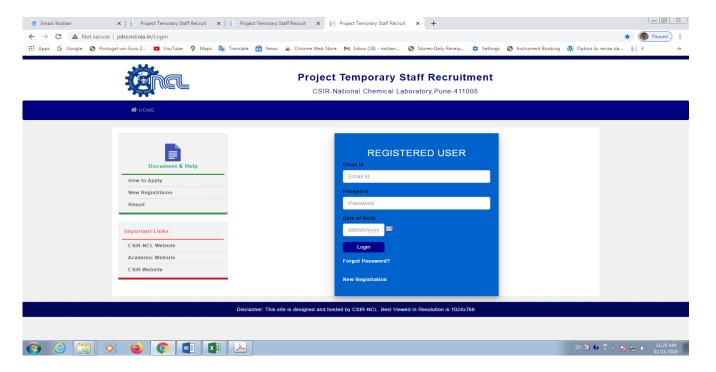
Fig: New registration



Registered User:

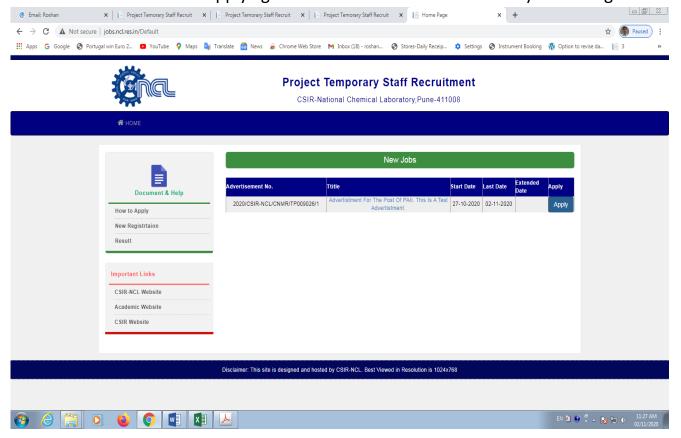
Click the **Apply button** against advertise.

Fig: Registered User login



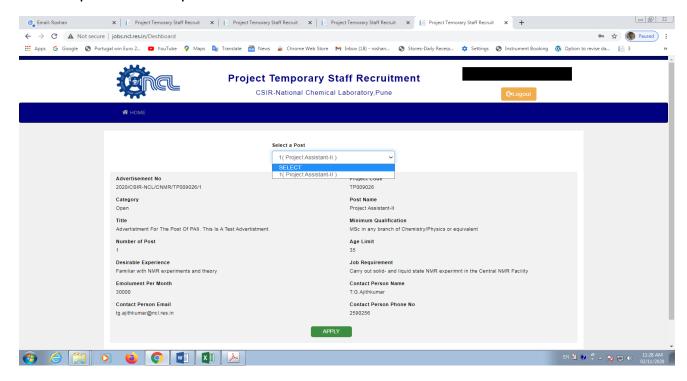
Step-3:

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



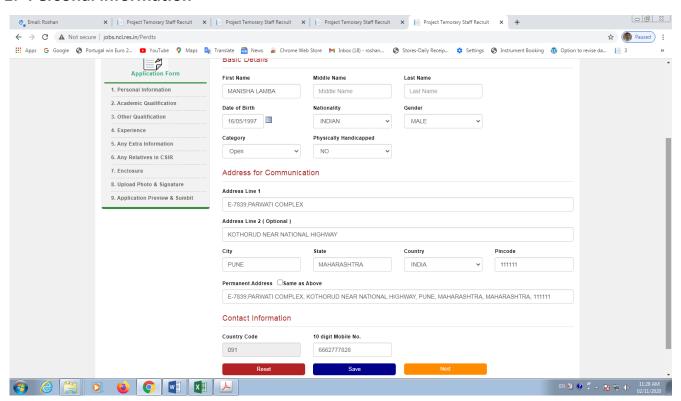
Step-4:

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

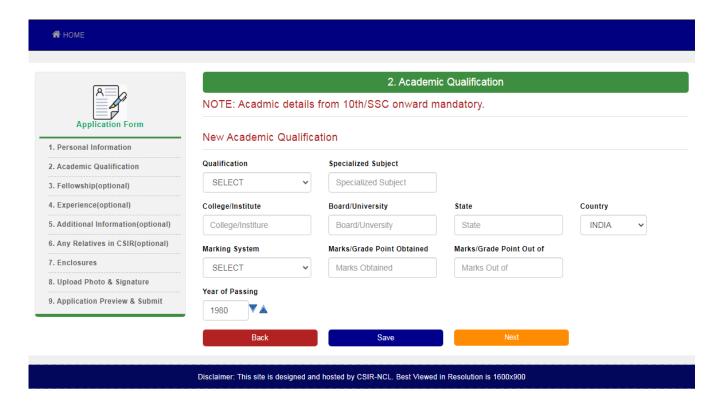


Step-5: Fill Application form

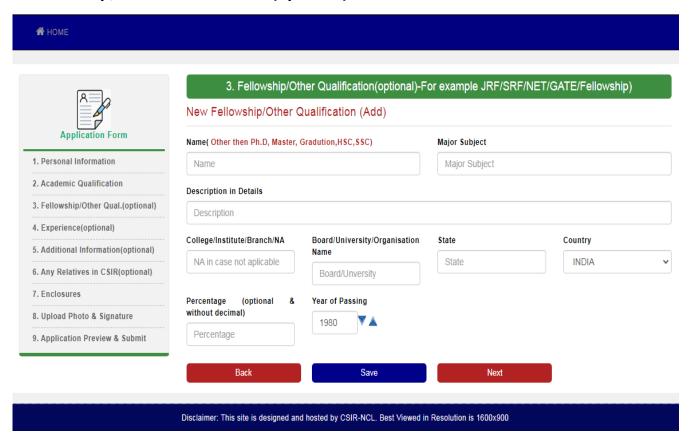
1. Personal information



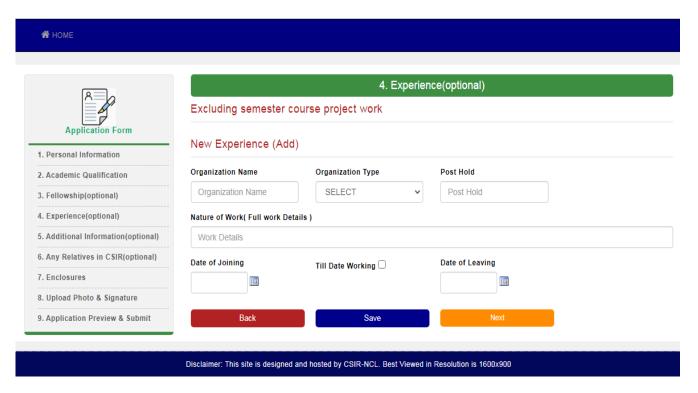
2. Academic qualification



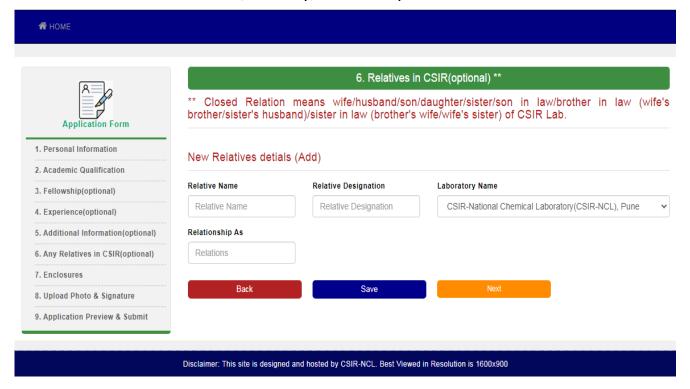
3. Fellowship/Other Qualification (optional)



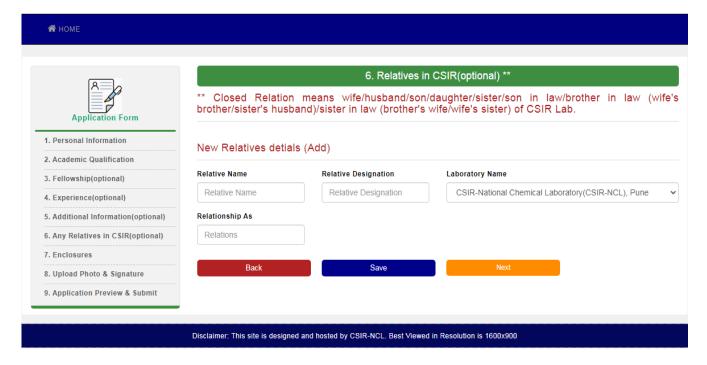
4: Experience (optional)



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



6: Any relative in CSIR (optional)



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 marksheets 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.

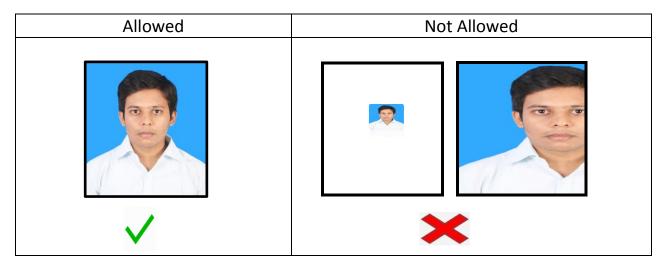
Fig: Enclosure(s) form



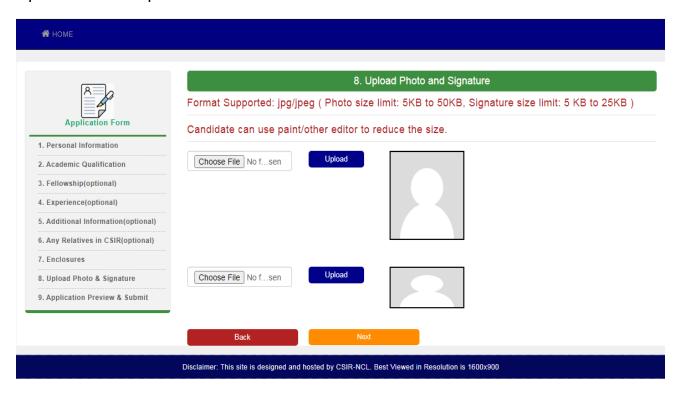
8. Upload photo and signature

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.



Upload form sample



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 feature 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 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)

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.

