

Instructions to fill Application Form for the post of Scientist G in DST on deputation (including short term contract) basis

(Candidates are advised to carefully read and strictly follow the instructions while filling the application. Educational details should be entered strictly as per mark sheets of education board/university)

- 1. Only Indian Citizens can apply. Applications of other than Indian Citizens will be summarily rejected.**
- Applicants are instructed to carefully read the relevant advertisement before filling up the online application form at <https://recruitment.dst.gov.in/> and fill the online application form well in advance without waiting for the closing date & time of the recruitment portal. **After filling the online application form, a print out of the computer generated application duly signed by the candidate along with attested copies of ACRs/ APARs for the last five years is required to be forwarded through proper channel to this Department.** Only one application is allowed to be submitted by a candidate.

Note: To ensure speedy and smooth form filling process, candidates are advised to keep the scanned copies of their educational certificates/degrees/mark sheets from matriculation onwards and scanned copies of experience certificates ready in pdf format. The pdf file to be uploaded should not contain ‘.’ (Dot) in the pdf file name. For example:

Mark.sheet.pdf ❌(incorrect)

Marksheet.pdf ✓ (correct)

3. Candidate must Log on to <https://recruitment.dst.gov.in/> to fill the online application form. The first step of online application form submission is "**Registration**". Candidates may register by clicking on 'Click Here For New Registration' button. It is mandatory to register before filling the application form. Mandatory fields including mobile number and email id are marked with a red star (*) / asterisk. Candidates should ensure that their details including date of birth, email id and mobile numbers are entered correctly. **After registration, the details once submitted cannot be changed later. Hence, candidates should ensure that their details such as name, date of birth, email id and mobile number are entered correctly.**

Note: Name and Date of Birth should be as per the matriculation certificate of the candidate. Mobile number should be of 10 digits only and should not be preceded by '0' or '91'.

4. After filling the details on the "Candidate Registration" page, candidate should click on "Submit" button. Upon submission, a link will be sent on the registered email id of the candidate. Thereafter, candidate may login with the registered email id and click on the link in the email to go to the password generation page. Password must contain at least one character each of a Capital letter, a digit and a special character. Spaces are not allowed in the password. After entering the password and 'confirm password', candidates may click on "Submit" button to generate the password.
5. Registered candidates may log in with their registered email id and password at any time till the closing date & time of advertisement to complete the online application form filling process. Password can be reset through "**Forgot Password**" link available on Login page by entering the registered email id. An email containing the link to generate password will be sent to the registered email id. Candidates may click on the link to

generate a new password.

6. **Warning** - The candidates must satisfy themselves of the suitability for the position to which they are applying. Applicants are advised to fill in all their particulars in the online application carefully as filling of wrong or incomplete information will lead to rejection of the application. Canvassing in any form and furnishing false or wrong information during any stage of selection process may lead to cancellation of candidature.
 7. Date for determining the eligibility of all candidates in every respect shall be the last date of receipt of applications by post (**for non-remote areas**) in this Department.
 8. Online application form is spread over following sections viz. **1. Home, 2. Personal Details 3. Education and Experience Details 4. Preview & Submit** and is designed to capture information in respect of a candidate. Each section will have “**Save & Next**” button for storing the data given in that section. Mandatory fields are marked with a red star (*) / asterisk and must be completed before you can move to the next stage of the form. Details can also be filled in multiple sessions after **Registration**. Wherever required, a candidate has to mention his/her name, degree subject and specialization as mentioned in the essential education degree certificate. In case qualification of the candidate does not exactly match with the advertised degree, such candidates are advised to submit the details of the equivalent qualification obtained by them. However, the consideration of such qualifications as eligible or in-eligible shall be at the discretion of this Department.
 9. After logging in, candidates can click on “Fill Online Application”.
- Note:** Candidates with partially filled and saved applications can click on “Edit Draft Application” followed by clicking on the Edit button to resume the

filling process.

10. On the Personal Details tab of the application:

- i. Columns 1 to 3: Select Advertisement number, post and discipline of essential educational qualification.
- ii. Column 4: Please upload recent color passport size photograph in JPG or JPEG format of maximum size 50KB **along with signature** at bottom of the photograph, as per sample image.

Note: Applications containing only the Photographs uploaded without signature shall be summarily rejected.

- iii. Fill name, father/spouse name and gender in columns 5 to 9.
- iv. In Column 10, please specify your category.
- v. Enter details as sought in columns 11 to 20. Thereafter, candidate may click on 'Save & Next' to proceed to next section.

11. **On the Educational and Experience Details tab of the application:**

- i. Column 21: Enter details of Educational Qualifications from matriculation onwards in chronological order using the 'Add button'. **Educational details should strictly be entered as per marksheets of education board/university.** For each educational qualification, the candidate should upload both the marksheet (of all semesters, where applicable) and certificate in a single merged pdf file. Maximum size of pdf file is 1 MB for these fields.

Note:

1. Candidates must only enter details of those qualifications which they have already acquired/completed till the closing date of receipt of applications.
2. In case of doctorate degree, candidates may enter details as applicable. Fields not applicable may be left blank.
3. Any other qualifications obtained by candidates may be indicated by selecting 'Other' under Exam Passed tab. For example, if a candidate has

completed graduation twice, one of these may be specified in ‘Bachelor degree’ and the other degree in ‘Other’ field under Exam Passed tab.

- ii. Column 22: In case any qualification(s) obtained from foreign institution(s), please upload the degree obtained and equivalence certificate issued by the concerned Indian Authority. In case of more than one foreign degree obtained, use ‘Add’ button.
- iii. Column 23: Enter details of employment / experience in **chronological order**, after acquiring essential educational qualification.

Note: Candidates must ensure that experience acquired is claimed against the relevant category in Type of Employment. The experience for current/ongoing job shall be counted till the last date of receipt of applications. However, the same shall be subject to verification at the time of document verification & interviews.

Note: Any experience not claimed in this column shall not be counted towards total experience.

Note: Candidates may enter “Not Applicable” suitably in relevant fields.

Relevant experience/Post-Doc research certificates clearly stating the "From" and "To" date and the name of the post held, should be uploaded.

- iv. Enter requisite details in columns 24 to 28.
- v. Column no. 29: Candidate may upload relevant documents pertaining to scientific/research work done, published journals etc. and any other documents to support their candidature.
- vi. Enter requisite details in columns 30 to 33. Thereafter, click on ‘Save & Next’.

12. In the 'Preview& Submit' page, **candidates are advised to check that uploaded photograph is clearly visible/identifiable and that all documents are successfully uploaded and are legible. Applications with unclear photograph and/or illegible documents shall be summarily rejected. In case candidates want to edit their applications, they can do so by clicking on 'Edit Application' at the bottom of the page. Candidates can save the application by clicking on 'Save Application'.**
13. Only on clicking "**Submit**" button the online application will get submitted. Once submitted, the application cannot be edited. Hence, candidates are advised to carefully verify their details in the application and satisfy themselves that all the information is correctly filled up before submission.
14. Candidates can view incomplete/draft applications by clicking "**Edit Draft Application**" link on the 'Home' tab of the online application form and candidates can edit their incomplete applications any number of times up to closing date & time of the portal as mentioned in the advertisement. However, application once submitted cannot be changed.
15. Candidate shall receive an acknowledgement email on registered e-mail id (as mentioned at the time of registration) after submitting online application.
16. After submission of online application, candidates are **required to send print out/hard copy of the computer generated application form** duly signed along with attested copies of ACRs/APARs for the last 5 years through proper channel to this Department by registered or speed post as per the details mentioned in the advertisement no. DST/04/2022-Estt.III

Note 1: It is MANDATORY to send the hard copy of application form by post within the due date mentioned in advertisement for consideration. Otherwise, the application shall not be considered.

Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in non-remote areas (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh,

Andaman and Nicobar Islands and Lakshadweep).

17. No query asking for advice as to eligibility will be entertained.

18. The candidates are strictly advised to thoroughly read the advertisement before filling up the application form and may keep on visiting the DST website at www.dst.gov.in regularly for updates regarding the recruitment process.
