

Instructions to fill Application Form

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

- 1. Only Indian Citizens can apply. Applications of others will be summarily rejected.**
2. Eligibility of the candidate will be verified as per the Department of Science & Technology Group 'A' Gazetted Posts (Non Ministerial, Scientific and Technical) Rules, 2013. Applicants are instructed to carefully read the relevant advertisement before filling up the online application form at **www.recruitment.dst.gov.in** and submit the application form well in advance without waiting for the closing date & time. Applications received in any other mode will not be accepted and will be summarily rejected. Only one online application is allowed to be submitted by a candidate for each combination of post/discipline. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application form. **In case, more than one applications of a candidate are detected for the same post/discipline, his/her candidature shall be summarily rejected and no further queries shall be entertained in this regard.**

Note: To ensure speedy and smooth application form filling process, candidates are advised to keep the scanned copies of their educational certificates/degrees/marksheets from matriculation onwards and scanned copies of experience certificates etc ready in pdf format. Except for few fields in the application form (specified wherever applicable), the maximum pdf size is 512 KB. 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 **www.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 atleast 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 submission 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. Since all the applications will be screened on the basis of information submitted by the candidate in the online application form, 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 submission 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 recruitment and selection process may lead to cancellation of candidature.
7. Date for determining the eligibility of all candidates in every respect shall be the closing date for submission of online application in case of Direct Recruitment and last date for receipt of applications from non-remote areas in case of Deputation (ISTC).
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, the candidates shall select/fill relevant information.

Note 1: The photograph uploaded should be recent color passport size photograph in JPG format of maximum size 50KB **along with signature** at bottom of the photograph as per sample image. **Applications containing only the Photographs uploaded without signature shall be summarily rejected.**

Note 2: Candidate should upload relevant valid category certificate as per Government of India norms. Age relaxation criteria for various categories shall be as per orders issued by Government of India from time to time. In case candidate belongs to more than one of the categories, he/she must merge and upload the relevant category certificates in one pdf only.

Note 3: In case of person with disability (PwD), only such persons would be eligible for age relaxation who suffer from not less than 40 percent of relevant disability. However, notwithstanding the provision of age relaxation, PwD candidates will be considered to be eligible for appointment only if he/she is found to satisfy the requirements of physical and medical standards for the concerned posts to which he/she is selected.

Note 4: The candidate belonging to the reserved categories must attach self-attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD

candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall be rejected. The candidates applying against vacancies reserved for OBCs (Non Creamy Layer) should note that they have to produce a valid Caste Certificate issued by the Competent Authority wherein it should be compulsorily mentioned that he/she does not belong to “Creamy Layer” of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India.

11. On the Educational and Experience Details tab of the application, enter details of Educational Qualifications from matriculation onwards in chronological order. **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.
4. 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.
5. Enter details of employment / experience in chronological order.
6. For the posts of Scientist ‘C’ and Scientist ‘D’, period spent on acquiring doctorate degree(s) and period spent on post doctorate research(s), subject to a maximum of two years each, shall be counted as experience, as per existing recruitment rules. Candidates must claim the experience towards Doctorate degree and Post-Doc research in the Employment Records column.
7. Candidates must ensure that experience acquired is claimed against the

relevant category in Type of Employment. The experience for current/ongoing job shall automatically 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.

8. **Any experience not claimed in Employment Records column shall not be counted towards total experience.**
9. **Candidates may enter “Not Applicable” suitably in relevant fields.**
10. **Relevant experience/degree certificates may be uploaded.**
11. **Candidates working in Central or State Government Departments / Public Sector Undertakings or Public Sector Enterprises / Autonomous Organizations shall upload ‘No Objection Certificate’ from the employer clearly indicating the date of joining and also the current designation. In case NOC cannot be obtained within stipulated time period, the candidate must upload an undertaking that he/she shall submit the NOC at the time of interview process, failing which, his/her candidature shall be summarily rejected.**

Please upload NOC/undertaking only in Pdf Format upto 512 kb size.

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 “**Final Submission of Application**” 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. Only submitted applications will be accepted and shall be considered for further processing. Incomplete applications and applications which are not submitted by candidates will not be considered and no correspondence shall be entertained in this regard.
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 advertisement. However, application once

submitted is final and cannot be changed. Candidates can view and take print out of all submitted applications by clicking "View Print/Submitted Application(s)".

15. Candidates desirous of applying for more than one post should fill separate online application form for each post and each application should be complete in all respects. Filling up of second application can be initiated only after the first application is successfully submitted.
16. Candidate shall receive an acknowledgement email on registered e-mail id (as mentioned at the time of registration) after successfully submitting online application.
17. No query asking for advice as to eligibility will be entertained.

These instructions are only meant to aid the candidates for filling up of applications. However candidates are strictly advised to go through the advertisement for the respective posts before proceeding to fill up the application. In case of any discrepancy between these instructions and the advertisement, the candidates must follow the contents of the advertisement.
