



सी एस आई आर – भारतीय रासायनिक जीवविज्ञान संस्थान  
CSIR-Indian Institute of Chemical Biology  
4, राजा एस सी मल्लिक रोड / Raja S C Mullick Road,  
कोलकाता / Kolkata – 32



**DIRECT RECRUITMENT FOR THE POST OF  
“Junior Secretariat Assistant (G/F&A/S&P) & Junior Stenographer”**

**ADVERTISEMENT NO. : R&C/605/2025**

CSIR-Indian Institute of Chemical Biology, Kolkata, a premier Institute under the aegis of Council of Scientific and Industrial Research (CSIR), is involved in generating cutting edge knowledge and trained human resources in the field of chemical biology, biochemistry, cell biology, genomics, epigenomics, structural biology, bioinformatics, and medicinal chemistry to address fundamental and applied biological and biomedical research questions associated with infectious and non-infectious diseases that are relevant to this country and in the global context.

The Institute intends to induct manpower for the following positions by inviting applications from the eligible candidates.

**CSIR-IICB/Govt. of India strives to have a human resource which reflects gender balance and woman candidates are encouraged to apply.**

Opening date of online application **28/07/2025**

Last date of submission of online Application **22/08/2025**

**1. Details of the vacancy position, Essential Qualification, Pay level etc. :**

Sl. No.	Name of the Post and Vacancy Code	No. of Posts, reservation status, age limit & Pay Level	Essential Qualification
1	<b>Junior Secretariat Assistant (Gen)</b> Vacancy Code : 6052501	<b>Vacancy : 01 (UR)</b> Age : 28 years* Pay Level – 2, Cell – 1 of pay matrix as per 7 <sup>th</sup> CPC	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time
2	<b>Junior Secretariat Assistant (F&amp;A)</b> Vacancy Code : 6052502	<b>Vacancy : 03 – UR (including 01 ex-servicemen)</b> Age : 28 years* Pay Level – 2, Cell – 1 of pay matrix as per 7 <sup>th</sup> CPC	
3	<b>Junior Secretariat Assistant (S&amp;P)</b> Vacancy Code : 6052503	<b>Vacancy : 02 – UR</b> Age : 28 years* Pay Level – 2, Cell – 1 of pay matrix as per 7 <sup>th</sup> CPC	
4	<b>Junior Stenographer</b> Vacancy Code : 6052504	<b>Vacancy : 02 (UR-01, SC-01)</b> Age : 27 years* Pay Level – 4, Cell – 1 of pay matrix as per 7 <sup>th</sup> CPC	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.

\*The Maximum age limit is relaxable as per GOI/CSIR rules

**Abbreviations - UR:** Unreserved; **SC:** Scheduled Caste; **Gen:** General; **S&P:** Stores & Purchase; **F&A:** Finance & Accounts

**Job requirement:**

**For the post of JSA (Gen/F&A/S&P) :** Candidates are required to provide assistance to the General Administration / Stores & Purchase / Finance and Accounts besides any other official work as and when assigned.

**For the post of Junior Stenographer:** To provide secretarial / stenographic assistance / Typing and other official work as & when assigned.

**Mode of Recruitment:**

**For the post of JSA (Gen/F&A/S&P) and Junior Stenographer:** Skill Test and Written Examination in accordance with the CSIR guidelines.

**Note:** The number of vacancies indicated against each Vacancy code is provisional and may increase or decrease.

## 2. Syllabus of written test and details of proficiency test for the post of Junior Secretariat Assistant (Gen/F&A/ S&P)

2.1) There will be two papers (Paper-I and paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper – I. Paper-I is qualifying in nature. Merit list will be prepared based on marks obtained in Paper – II.

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

### Paper – I (Time allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

\*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem solving, Situational Judgement, etc.

### Paper – II (Time allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

### 2.2) Proficiency in computer type speed Test:

English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes 35 / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depressions for each word.

## 3. Scheme and Syllabus of Competitive Written Examination and details of proficiency test for the post of Junior Stenographer

Mode of Examination	OMR based or Computer Based Objective type multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	10+2 / XII
Total No. of Questions	200
Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

3.1) Competitive Written Examination will consist of only **one paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 mark is deducted for every wrong answer
II	General Awareness	50	50	0.25 mark is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 mark is deducted for every wrong answer

### 3.2) Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the application form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

#### 4. Preparation of Merit List

Position	Details for Preparation of Merit List
Junior Secretariat Assistant* (Gen/S&P/F&A)	(i) Paper-I of the competitive written examination is qualifying in nature (ii) The proficiency in computer type test is qualifying in nature (iii) The Merit list will be prepared based on marks obtained in Paper – II of the written competitive examination from those candidates who have qualified in Paper-I of the competitive written examination and proficiency in computer type test, on final verification of documents.
Junior Stenographer	(i) The proficiency in stenography test is qualifying in nature (ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination and final verification of documents. (iii) The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

**\*For the post of Junior Secretariat Assistant (Gen/F&A/S&P):** - Candidates will be considered for the merit list, selection, etc., **only for the posts for which they have indicated their preference in their online application form.**

#### 5. Methodology for Resolution of Tie Cases

In the event of tie in scores in the written examination (other than qualifying paper), merit will be decided by applying following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below till tie is resolved:

Order of Preference
i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher.
ii. Date of Birth, with older candidate placed higher,
iii. Candidate acquiring Essential Degree earlier placed higher,
iv. Alphabetical Order in which first names of the candidates appear.

#### 6. Terms & Conditions

##### **[6.1] Benefits under Council Service:**

- (a) The posts carry usual allowance i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of entitled type as per CSIR house allotment rules depending upon availability in which case HRA will not be admissible.
- (b) In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, if applied through proper channel as per rules.

##### **[6.2] General Conditions and information:**

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/Institution/Board recognised by GoI/approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application.
- (c) Merely fulfilling the minimum prescribed qualifications and experience will not vest a right in a candidate for being called for Written Test and Proficiency / Skill Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- (d) **Applicants working in Government Departments shall be required to produce a 'No Objection Certificate' from their employer at the time of documents verification, failing which their candidature will NOT be considered. The date of such documents verification will be intimated in due course. However, such candidates will have to give an undertaking at the appropriate place in the online application that they have intimated their employer about their application against the advertisement.**
- (e) In respect of equivalent clause in Essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- (f) **If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted at the time of documents verification.**
- (g) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc, candidates are requested to convert the same into percentage based on the formula as per their University/Institute.

- (h) Persons With Benchmarks Disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (i) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- (j) The number of vacancies indicated against each Vacancy Code is provisional and may vary either way at the time of selection.
- (k) Incomplete applications and lack of required certificates / documents are liable to be rejected.
- (l) The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that grade / post.**
- (m) This is for information that, if any declaration given or information furnished by any candidate proved to be false or if he/she is found to have wilfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
- (n) The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for online application.
- (o) Canvassing in any form and / or bringing any influence political of otherwise will be treated as a disqualification for the post.
- (p) The decision of the CSIR-IICB / CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates.
- (q) Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the Institute's website only. Hence, applicants are requested to follow the Institute website i.e. <https://iicb.res.in/> for updates.
- (r) Document Verification (DV):** Before issue of offer of appointment, all the candidates are required to produce Original Documents submitted along with online application as well as any other documents as may be specified by the CSIR-IICB, failing which their candidature is likely to be rejected.

**(s) NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED**

#### **[6.3] Application Fee**

Women/SC/ST/PwBD/Ex-Servicemen	NIL
All other categories	500/-

#### **[6.4] Relaxations:**

S. No.	Category	Age-relaxation permissible beyond upper age limit
(i)	Scheduled Caste (SC)*	05 Years
(ii)	PwBD (Unreserved) (Degree of physical disability is 40% or more)	10 years
(iii)	PwBD (SC)* (Degree of physical disability is 40% or more)	15 years
(iv)	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
(v)	CSIR Departmental Candidates	No age limit
(v)	Any other Category	No age relaxation

**\*Age-relaxation is permissible in upper age limit for the posts which are reserved for the respective categories.**

- (a) SC/ST/OBC/EWS/PwBD/Ex-servicemen candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government at the time of verification of documents. In addition, the **OBC candidates have to submit a declaration as per annexure-III.**
- (b) The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for receipt of online application.
- (c) Candidates may also note that in respect of the above, their candidature will remain provisional till the details of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit
- (d) Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the CSIR-IICB for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register.

## 7. Instruction to the Candidates

(a) **DOWNLOAD OF CALL LETTER:** Candidates will have to visit the Institute's website i.e. <https://iicb.res.in/> for downloading call letters for competitive written examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for downloading of call letter. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

(b) **CANDIDATES REPORTING LATE:** Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.

(c) **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/Aadhar card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

(d) Interim queries will not be entertained.

(e) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.

(f) Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification either before or after any of the stages of selection, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled forthwith.

(g) The decision of the competent authority of CSIR-IICB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test / Interview and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

(h) CSIR-IICB will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the CSIR-IICB. After scrutiny of the certificates/documents of EQs/ caste/ relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.

(i) **When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the online Application Form is not required to be sent to the CSIR-IICB.**

## 8. Centre Clauses

(a) The examination will be conducted at the venues given in the respective call letters.

(b) No request for change of centre/venue/date/session for Examination shall be entertained.

(c) CSIR-IICB, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

(d) CSIR-IICB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(e) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and CSIR-IICB will not be responsible for any injury or losses etc. of any nature.

(f) Choice of centre once exercised by the candidate will be final from their end.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Institute reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Institute reserves the right to allot any other centre to the candidate.

## 9. Guidelines for Persons with Disabilities including use of Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- (a) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate will have to submit the certificate and undertaking as per **Annexure-I & II** at the time of written test.
- (b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (c) **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- (d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (e) The scribe may be from any academic stream.
- (f) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (g) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- (h) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

## 10. Guidelines for Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

## 11. Other Conditions

- (a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (b) Decision of CSIR-IICB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this regard.
- (c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any Centre or for any candidate.
- (d) The responses (answers) of individual candidates will be analysed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the competent authority, CSIR-IICB, Kolkata in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the CSIR-IICB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- (e) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the CSIR recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.



(f) **Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for posts/cadres etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CSIR-IICB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.**

(g) Online applications once registered will not be allowed to be withdrawn and/or the application fees once paid will not be refunded nor be held in reserve for any other examination.

## 12. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers, where applicable.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

## 13. BIOMETRIC DATA – Capturing and Verification

Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at any stage to verify the identity of the candidate. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test Centre.
- 

## 14. How to Apply

1. **Applicants working in Government Departments shall be required to intimate to their Department / Office and have to submit "No Objection Certificate" from their employer at time of document verification or when asked to submit, failing which their candidature will NOT be considered. CSIR-IICB will not accept any person on lien or deputation basis.**
2. Eligible candidates are required to apply on-line through CSIR-IICB website: website i.e. <https://iicb.res.in/>
3. No other mode of application will be accepted.
4. The candidates have to remit application fee **Rs.500/-** through NET Banking/Debit Card/Credit Card/UPI.
5. Scheduled Caste/Scheduled Tribe/Persons with Benchmark Disabilities/Women/Ex-Servicemen are exempted from submission of application fee.
6. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR-IICB website on account of heavy load on the website during the closing days.
7. Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in the online examination and/ or interview will be summarily rejected/ candidature cancelled.

## 15. Guidelines for Online Application

### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

**Candidates can apply online only from 28/07/2025 to 22/08/2025 and no other mode of application will be accepted.**

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their:
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –

***"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."***

- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation may be sent to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FEES (NON REFUNDABLE) IS : 22/08/2025.**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. Application Registration**

1. Candidates have to go to the Institute's website [www.iicb.res.in](http://www.iicb.res.in) and click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify



the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

#### B. PAYMENT OF FEES

##### ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

#### C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

- Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**In addition to the above photograph**, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto

uploaded in the application form.

- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### **Do's and Don'ts of Photo Capture**

##### **Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

##### **Don'ts:**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background

#### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
  - The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
  - Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### **Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it

- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

## 16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission

and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

**(a) to be disqualified from the examination for which he/ she is a candidate**

**(b) to be debarred either permanently or for a specified period from any examination conducted by the Institute**

**(c) for termination of service, if he/ she has already joined the Institute.**

(vi) Candidates are advised to strictly refrain from any unfair means during the examination, as per the Public Examinations (Prevention of Unfair Means) Act, 2024, which prescribes severe penalties including imprisonment and fines.

***“Hard Copy of Application shall not to be sent to the Office”***

**(Controller of Administration)**

**DECLARATION / UNDERTAKING BY PERSON WITH DISABILITIES (PWD)****CANDIDATES WHO WISH TO USE SCRIBE / PASSAGE DICTATOR****(Letter of Undertaking for Using Own Scribe)**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Signature with date of the Scribe / Passage Dictator

ID Proof Type\* : .....

ID Number. : .....

**Correspondence Address:**

.....  
.....  
.....

Signature with date of the candidate

Roll No.: .....

Advertisement No. : .....

Vacancy Code (s) : .....

Date of Examination.....

Name of Centre : .....

City : .....

Recent passport size photograph of the Scribe/Passage dictator. To be signed by Scribe and Candidate

*Left Hand Thumb Impression of the Scribe / Passage Dictator*

*Left Hand Thumb Impression of the candidate*

*\*Scribe/Passage dictator is required to carry his ID proof in original at the time of examination*

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Note :**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist / PMR).



**Form of declaration to be submitted by the OBC candidate**  
**(in addition to the community certificate)**

I \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_ resident of  
village/town/city\_\_\_\_\_ district\_\_\_\_\_ state\_\_\_\_\_ hereby  
declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class  
by the Government of India for the purpose of reservation in services as per orders contained in Department of  
Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I  
do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred  
Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9 th March, 2004 and O.M. No.  
36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

Signature\_\_\_\_\_

Full Name\_\_\_\_\_

Address\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_