

How to apply:

**Start date & time of Registration, Fee Submission & Online Application:
28/05/2025, 10.00 am**

Last date & time for Submission of Online Application: 27/06/2025, 5.00 pm

Candidates are required to go through this document and the **advertisement** carefully and acquaint themselves:-

- a) The complete “**Advertisement**” can be downloaded by accessing the link available on IICB website <https://iicb.res.in/>
- b) Candidates can fill the application form in “Online” mode only.**
- c) Online submission of Application form may be made by accessing the link available on IICB website <https://iicb.res.in/>
- d) Candidates must follow the instructions strictly as given in this document and the advertisement. Candidates not complying with the instructions shall be summarily disqualified.
- e) Candidates must retain the following documents with them as reference for future correspondence.
 - a. A copy of mail confirming registration
 - b. Proof of fee paid i.e.Payment Receipt or Screen shot of transaction details where receipt is not generated
 - c. A copy of the application form generated after completing online application.
 - d. A copy of enclosures & testimonials uploaded with the online application.
- f) Candidates are required to pay application fee of Rs.500/- as per ‘Fee Payment Procedure’ available on the website. No fee is payable, subject to uploading of relevant document, for SC/ST/PwBD/Women/Ex-Servicemen (as per CSIR instruction notified vide CSIR Policy Division Circular No. 5-1 (603)/2018-PD, dated 05.11.2024). Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- g) (i)Candidate must ensure that mobile number and email address filled in the online application form are his/her own as CSIR-IICB will make communications to these email ID only.
(ii)The candidate himself/herself shall be held responsible for non-receipt of latest information due to wrong mobile number or mailing address filled in the online Application form.

(iii)The fee can be paid through online/offline method in the account details given below and the UTR/transaction number must be entered in the designated fields of the online application. The fee receipt must also be uploaded in the online application.

<p>CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY UPI ID & QR Code for Fee Payment</p>



**CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY
BANK ACCOUNT DETAILS**

Beneficiary Name	:	Indian Institute of Chemical Biology
Bank where A/c is held	:	State Bank of India
Branch	:	Jadavpur University (SBIN0000093)
Bank A/C Number	:	30272881915
RTGS IFSC Code	:	SBIN0000093
NEFT IFSC Code	:	SBIN0000093

NOTE: IN CASE OF THE PAYMENTS MADE THROUGH ONLINE METHODS WHERE PAYMENT RECEIPT IS NOT GENERATED, A SCREENSHOT OF THE TRANSACTION MAY BE UPLOADED IN THE ONLINE APPLICATION FORM.

Section-I : MODE OF SUBMISSION OF APPLICATION FORM AND FEE DETAILS

Candidates can fill the application form in "Online" mode only, by following the link available on IICB website <https://iicb.res.in/>

Before applying make the following preparations:

- Read the full advertisement (No. **R&C/610/2025**), available on the website carefully.
- Candidate should have scanned image of his/her latest photograph, signature and documents (Proof of Date of Birth, Educational Qualification, Experience etc.) for uploading as part of submission of online application.
- Decide on the mode of payment of fee i.e. through NET Banking/Credit Card/Debit card/Online App (BHIM) etc.
- The information desired to be filled in the online application may also be kept ready.

The application process is to be completed in the following three distinct tags and strictly within the last date as mentioned below.

STAGES OF APPLICATION:

1. ONLINE REGISTRATION
2. FEE SUBMISSION
(Only for candidates not exempted from fee payment)
3. ONLINE APPLICATION FORMS SUBMISSION

IMPORTANT:

Candidates are advised not to wait until the last date to submit the application. They should allow sufficient time to complete the form submission well in advance. This will also enable them to repeat the process, within the last date, in case their fee payment is declined by the bank.

In case, a candidate is not able to pay the fee or faces any technical difficulty to fill the online application form then he/she must write immediately to the email ID of CSIR-IICB i.e. recruitment@iicb.res.in informing the same.

NOTE:

- The application fee is Rs. 500/-.
- No fee is payable, subject to uploading of relevant document, for SC / ST / PwBD / Women / Ex-Servicemen candidates.
- Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- In addition to the application fee, service/processing charges will also be paid by the candidate for online payment of fee through NET Banking/Debit Card/Credit Card/Online Payment Apps like BHIM etc. along with the Service Tax, as applicable by the bank.
- The candidate must note that after submission of the application form it cannot be withdrawn. Claims for refund of application fee will not be entertained.

Section-II : METHOD OF SUBMISSION OF APPLICATION FORM

Access the link available on IICB website <https://iicb.res.in/>

- Download the 'Advertisement', available on the website, and read it carefully to understand eligibility criteria and other requirements for submission of application online.
- The steps to be followed are:
 - (a) Fill in the registration form by accessing the link '**Step-1: Registration**' available on 'Home' page. The entries made at the registration stage shall reflect in the application form and can

not be edited later. Note down the registration number displayed on submission of the registration form.

- (b) Access your registered email ID to access the mail sent by registration. Your Login-ID, same as the registration no., and the Password, as entered during registration, shall be required to complete the remaining phases of application submission process.

In case you do not receive any email after registration, then please write to us at recruitment@iicb.res.in mentioning your registration number.

- (c) The candidates who do not belong to fee-exempted category have to do **'Step-2 : Fee Payment'** as per details given in this document.
- (d) The candidates belonging to the fee-exempted category can directly go for application form submission.
- (e) Access the **'Step-3: Application Form'** link available on the 'Home' page, which leads to the candidate login webpage. Login using the login-ID (registration number) and password as set during registration, and fill the online application form as per the instructions given on the website and in this document.
- (f) The application forms of partially completed steps shall be cancelled. No refunds shall be made for such incomplete applications.
- (g) If a Board, University, or Institute awards CGPA / SGPA / OGPA / DGPA / CPI grades etc, the candidate must convert these into a percentage using the formula provided by the concerned Board / University / Institution, Additionally, copy of the conversion formula issued by the concerned Board / University / Institution must be uploaded along with online applications. Failure to submit the conversion formula along with the online application form, if applicable, will result in the application being treated as incomplete.
- (h) Only one application per candidate will be accepted for each vacancy code. If a candidate submits multiple online applications for the same postcode using different email addresses; only the most recent completed application will be considered.
- (i) A candidate can apply for multiple postcodes, provided they fulfill all eligibility criteria for each individual postcode. However, the candidate must complete a separate application (excluding primary / registration details) along with the requisite application fee separately for each postcode.
- (j) The candidate must register with their name, email address and mobile number. After successful registration the candidate can login using their credentials to apply through the online application portal. Candidates must upload all relevant supporting documents and verify or edit the application to ensure it is accurate and complete. After finalizing the application, the candidate must update the payment details if, applicable before final submission.
- (k) **The candidate should not send a hard copy of the application after submission.**
- (l) Once submitted, any request for change or correction in the application form will not be accepted under any circumstances.

- (m) In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate and / or cyber café will be held accountable for appropriate legal action.
- (n) Candidates currently working in CSIR/ Government Organization / Autonomous bodies / Statutory Bodies / Universities / PSU etc. as regular employees must upload a 'No Objection certificate' (NOC) from their employer, along with their online application. Failure to do so will render the application as incomplete.
- (o) Candidates are advised to check the website regularly. For addendum / corrigendum and updated information regarding this advertisement, please visit our website: <https://www.iicb.res.in>
- (p) No separate individual information / intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting the website regularly.
- (q) Any information provided by an applicant in their online application form will be binding on the candidate. They will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.

Note: Applicants are advised to strictly adhere to the instructions. The information submitted in the online application will be considered as final for further processing. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages. Appointments for reserved positions will be provisional, pending verification of caste certificates through appropriate channels. If verification reveals that a candidate's claim to SC / ST / OBC / EWS / PwBD status is false or incorrect, their employment will be terminated immediately without assigning any reasons and without prejudice to further legal action as deemed fit.

1. Following documents must be uploaded along with online application form:

- a. The downloaded copy of the Payment Receipt or Screen shot of transaction details where receipt is not generated for the application fee of Rs. 500/- (wherever applicable).
- b. Recent passport size colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation / 10th standard or equivalent marksheet / certificate indicating date of birth or School Leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification / Affidavit from appropriate authority in support of change of name / mismatch in name / variation in name of candidate / parents (if applicable).
- f. Copy of educational certificate(s) and / or marksheet(s) supporting the essential qualifications and any higher qualifications.
- g. Copy of Scheduled Caste / Scheduled Tribe / Other Backward Class / Economically Weaker Section / PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- h. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- i. Copy of judgment / decree from the appropriate court of law for widow / divorced or judicially separated women to verify the status of divorce or judicial separation, if applicable. Additionally an affidavit confirming that such candidate has not remarried.
- j. Copy of the certificate issued by the competent authority in the prescribed format for Departmental candidates claiming age concession.
- k. Copy of experience certificate (s) if any.
- l. Copy of the 'No Objection Certificate' (NOC) from the employer for candidates currently working as regular employee in CSIR / Government Organisations / Autonomous Bodies / Statutory Bodies / Universities / PSUs etc.
- m. Latest Curriculum Vitae and one page Synopsis / Abstract of Ph.D thesis / M.Tech dissertation.
- n. List of research publications in SCI / Peer reviewed journals etc., if applicable.
- o. Any other relevant certificates in support of the claim(s) made in the application, as applicable.
- p. PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.