

CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY, KOLKATA

HOW-TO-APPLY ONLINE

INSTRUCTIONS

[ADVERTISEMENT NO. R&C/600/2025 \(Vacancy Code : 6002501-13\)](#)

Start date of Registration, Fee Submission & Online Application : 24/02/2025

Last date for Submission of Online Application : 31/03/2025

IMPORTANT

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

1. The complete “**Advertisement**” and ‘**How to Apply Online**’ document can be downloaded by accessing the link available on IICB website <https://iicb.res.in/>
2. **Candidates can fill the application form in “Online” mode only.**
3. Online submission of Application form may be made by accessing the link available on IICB website <https://iicb.res.in/>
4. Candidates must follow the instructions strictly as given in this document and the advertisement. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must retain the following documents with them as reference for future correspondence.
 - i) A copy of mail confirming registration
 - ii) Proof of fee paid i.e.Payment Receipt or Screen shot of transaction details where receipt is not generated
 - iii) A copy of the application form generated after completing online application.
 - iv) A copy of enclosures & testimonials uploaded with the online application.
6. (a) 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.
(b) 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.
(c) 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.

**CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY
UPI ID & QR Code for Fee Payment**



**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/600/2025), available on the website carefully.
- Candidate should have scanned image of his/her latest photograph, signature and documents (Proof of Date of Birth, Degree/Diploma, IIT/NCVT Certificate, 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. OFFLINE 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/-. Please refer the advertisement to know the categories of candidates exempted from fee payment.
- 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' and 'How-to-apply online' documents, 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) Candidates who are employees of government departments must upload a No Objection Certificate (NOC) from their employer.
 - (g) The application forms of partially completed steps shall be cancelled. No refunds shall be made for such incomplete applications.
