# सीएसआईआर-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर CSIR - Institute of Himalayan Bioresource Technology, Palampur

### **Procedure for Online Application**

#### How to apply:

- Eligible candidates are required to apply only through ONLINE APPLICATION in the link available on CSIR-IHBT website https://www.ihbt.res.in. Detailed instructions to fill up and submit Online Application is also available on CSIR-IHBT website.
- If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- The candidate has to register with his/her name, email-id and password.
- After successful registration, the candidate has to login using the credentials and fill up the online application form.
- The candidate is required to upload a recent scanned colour passport size photograph in JPEG format (max 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be clearly visible. The application without photograph is invalid and liable to be rejected.
- The candidate is required to upload his/her signature in JPEG format (Min. 20 KB to max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid.
- After submission of ONLINE APPLICATION(s), the applicants SHOULD SEND HARD COPY OF APPLICATION printed alongwith all documents/certificates/testimonials to "The Director, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, Distt.: Kangra (H.P.)- 176 061". Candidates should have to keep/retain a copy of their Online Application and proof of sending it to CSIR-IHBT.
- The candidates are advised to submit the Online Application with utmost care to ensure that all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with State Bank collect Payment Receipt (if applicable) are uploaded as per requirement.
- Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible to the post.
- 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 alongwith the approved notification of conversion formula issued by the said University / Institution.
- Candidates are advised not to apply more than once for a Post. Inspite of this, if a
  candidate applies for a post more than once, he will have to pay application fee on
  each count (if applicable). In such a situation the candidate's latest application will
  be considered and all other previous application(s) will be rejected as invalid.

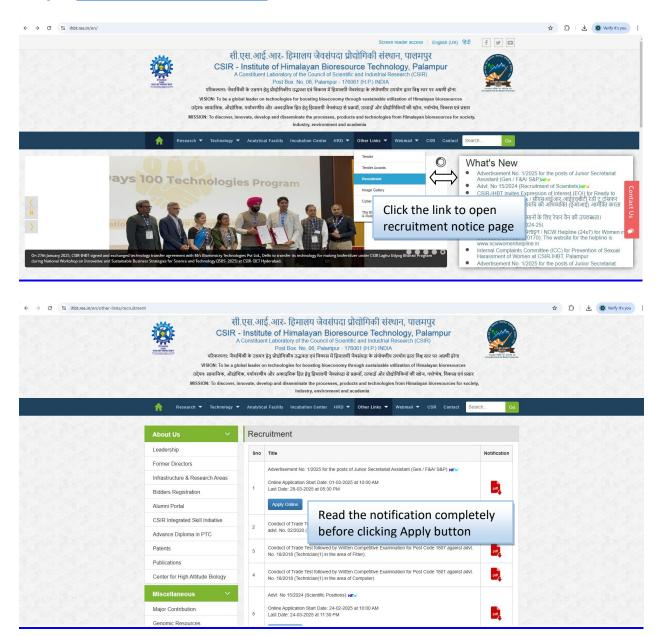
- Application once made will not be allowed to be withdrawn and fees once paid will not be refunded/adjusted on any ground.
- Advance copy of application of candidates serving in Government Departments will only be considered if it is forwarded through proper channel.

#### Documents to be attached along with the hard copy of application form:

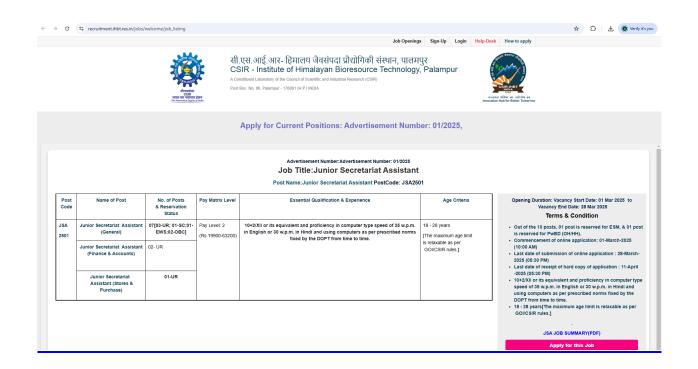
- I. Printout of Online Application form.
- II. Printed copy of e-receipt/challan for the application fee of Rs.500/- (wherever applicable).
- III. Colour photograph pasted on the Application Form. (Please retain two copies of the same photograph to be produced later).
- IV. Self-Attested photocopy of Date of Birth Certificate.
- V. Self-Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise)
- VI. Self-Attested photocopies of experience certificate(s), if any.
- VII. Self-Attested photocopy of caste/community/disability /weaker section certificate, if applicable.
- VIII. Self-Attested photocopy of latest Medical Certificate (in case of Persons with Disability candidates) from the Competent Authority in the prescribed format.
- IX. Self-Attested photocopy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates).
- X. In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
- XI. No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

# All the interested and eligible candidates who want to apply online for this recruitment will have to follow these steps which are as follows –

# Step1: https://www.ihbt.res.in/

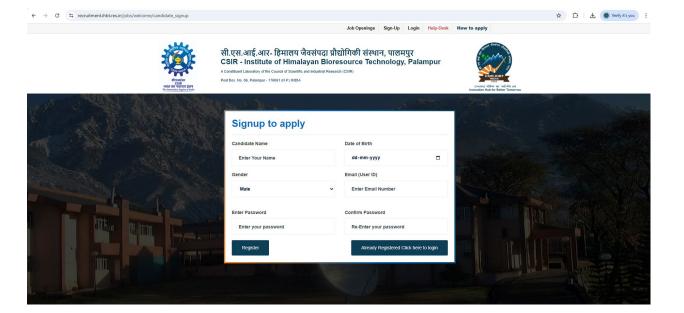


# Step 2:

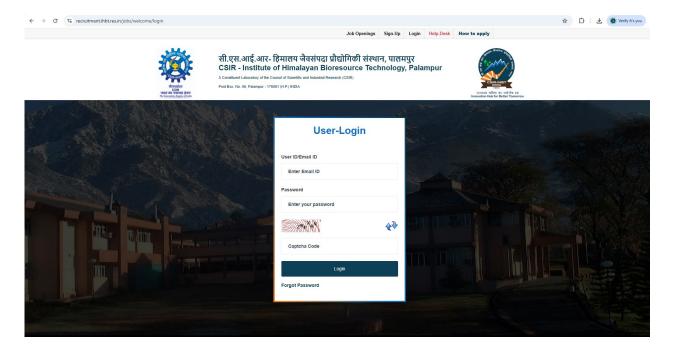


### Step 3:

# Register (Click signup to register)

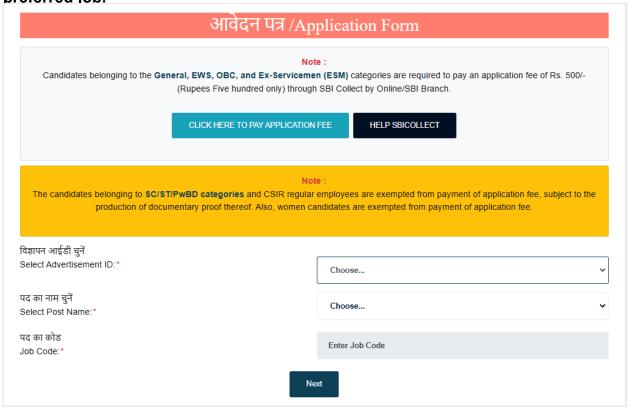


Step 4: Login to the recruitment portal using the same credentials



# Step 5:

An Application Form page will open in front of you, select your job preferences and pay the fee (if applicable). Press Apply to apply for the preferred job.



# Step 6: After clicking, a new registration form will open in front of you.

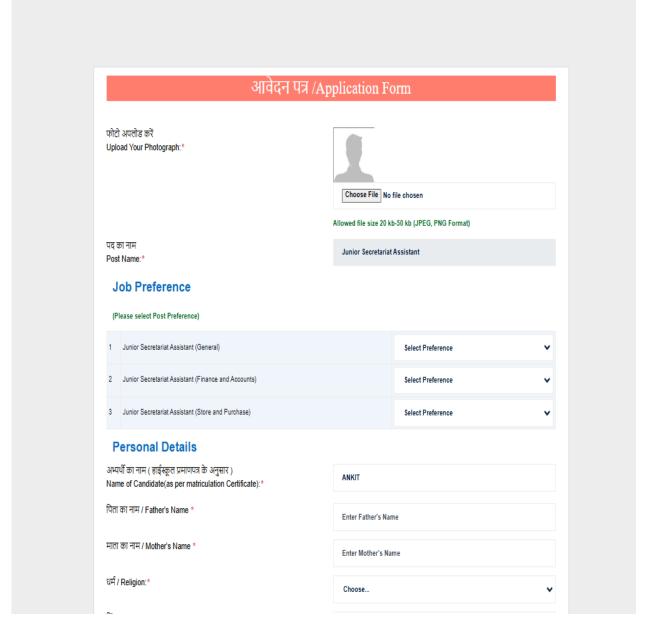


#### सी.एस.आई.आर- हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर CSIR - Institute of Himalayan Bioresource Technology, Palampur



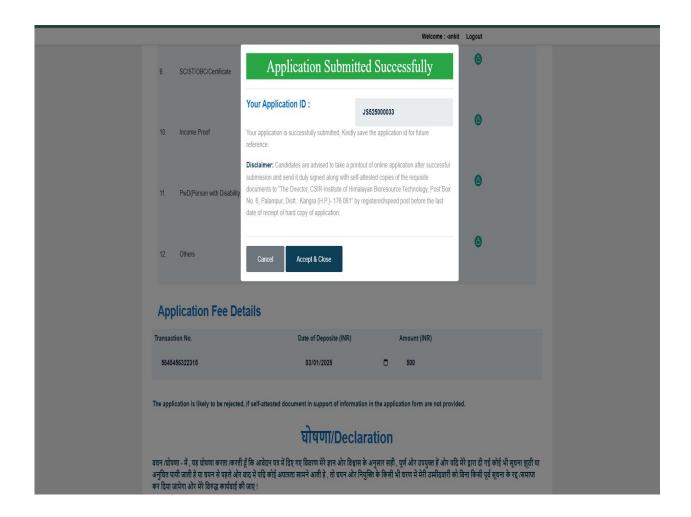
A Constituent Laboratory of the Council of Scientific and Industrial Research (CSIR)

Post Box. No. 08, Palampur - 176081 (H.P.) INDIA

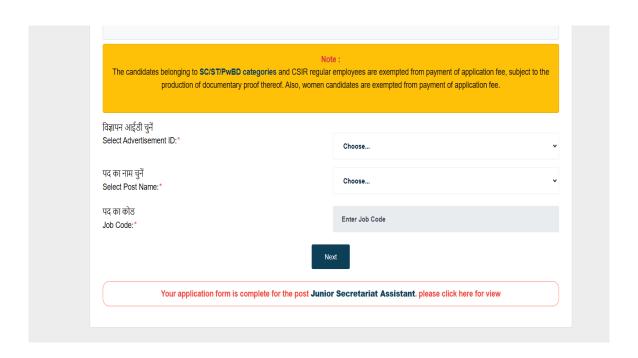


Now you must fill this new registration form carefully. After final submission received Applicant ID via popup.

# Step7



# Step 8: Click on Accept & Close button for final submission & please click here for view.



------ End ------