

**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. In spite 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/>

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. 06, Palampur - 176061 (H.P.) INDIA

परिकल्पना: वैश्वीय स्तर पर जैवसंपदा के उपयोग को बढ़ावा देने के लिए हिमालय जैवसंपदा के संवर्धन के उपयोग द्वारा विश्व स्तर पर अग्रणी होना  
 VISION: To be a global leader on technologies for boosting bioeconomy through sustainable utilization of Himalayan bioresources  
 उद्देश्य: सामाजिक, औद्योगिक, पर्यावरणीय और अकादमिक हित हेतु हिमालय जैवसंपदा से प्रकृत, उत्पादों और प्रौद्योगिकियों की खोज, नवोन्मेष, विकास एवं प्रसार  
 MISSION: To discover, innovate, develop and disseminate the processes, products and technologies from Himalayan bioresources for society, industry, environment and academia

Research Technology Analytical Facility Incubation Center HRD Other Links Webmail CSR Contact

What's New

- Advertisement No. 1/2025 for the posts of Junior Secretariat Assistant (Gen / F&A S&P)
- Advt. No 15/2024 (Recruitment of Scientists)
- CSIR-IHBT invites Expression of Interest (EOI) for Ready to go / सीएसआईआर-आईएचबीटी रडी टू गोजर फॉर ईओआई अभिव्यक्ति (ईओआई) अनुरोध करता है।
- संज्ञान के लिए रेकर वेब की उपलब्धता। (24x7)। The website for the helpline is [www.ncwwomenhelpline.in](http://www.ncwwomenhelpline.in)
- Internal Complaints Committee (ICC) for Prevention of Sexual Harassment of Women at CSIR-IHBT, Palampur
- Advertisement No. 1/2025 for the posts of Junior Secretariat

Click the link to open recruitment notice page

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. 06, Palampur - 176061 (H.P.) INDIA

परिकल्पना: वैश्वीय स्तर पर जैवसंपदा के उपयोग को बढ़ावा देने के लिए हिमालय जैवसंपदा के संवर्धन के उपयोग द्वारा विश्व स्तर पर अग्रणी होना  
 VISION: To be a global leader on technologies for boosting bioeconomy through sustainable utilization of Himalayan bioresources  
 उद्देश्य: सामाजिक, औद्योगिक, पर्यावरणीय और अकादमिक हित हेतु हिमालय जैवसंपदा से प्रकृत, उत्पादों और प्रौद्योगिकियों की खोज, नवोन्मेष, विकास एवं प्रसार  
 MISSION: To discover, innovate, develop and disseminate the processes, products and technologies from Himalayan bioresources for society, industry, environment and academia

Research Technology Analytical Facility Incubation Center HRD Other Links Webmail CSR Contact

Recruitment

Sno	Title	Notification
1	Advertisement No. 1/2025 for the posts of Junior Secretariat Assistant (Gen / F&A S&P) Online Application Start Date: 01-03-2025 at 10:00 AM Last Date: 28-03-2025 at 05:30 PM	
2	Conduct of Trade Test against advt. No. 02/2020	
3	Conduct of Trade Test followed by Written Competitive Examination for Post Code 1807 against advt. No. 18/2016 (Technician(1) in the area of Fitter)	
4	Conduct of Trade Test followed by Written Competitive Examination for Post Code 1801 against advt. No. 18/2016 (Technician(1) in the area of Computer)	
5	Advt. No 15/2024 (Scientific Positions) Online Application Start Date: 24-02-2025 at 10:00 AM Last Date: 24-03-2025 at 11:30 PM	

Read the notification completely before clicking Apply button

## Step 2:

recruitment.iibt.res.in/jobs/welcome/job\_listing

Job Openings Sign-Up Login Help-Desk How to apply

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. 06, Palampur - 176061 (H.P.) INDIA

Apply for Current Positions: Advertisement Number: 01/2025,

Advertisement Number: Advertisement Number: 01/2025  
**Job Title: Junior Secretariat Assistant**  
Post Name: Junior Secretariat Assistant Post Code: JSA2501

Post Code	Name of Post	No. of Posts & Reservation Status	Pay Matrix Level	Essential Qualification & Experience	Age Criteria
JSA 2501	Junior Secretariat Assistant (General)	07[03-UR; 01-SC; 01-EWS; 02-OBC]	Pay Level: 2 (Rs. 19900-63200)	10+2[XII] or its equivalent and proficiency in computer type speed of 35 w.p.m. in English or 30 w.p.m. in Hindi and using computers as per prescribed norms fixed by the DOPT from time to time.	18 - 28 years [The maximum age limit is relaxable as per GOI/CSIR rules.]
	Junior Secretariat Assistant (Finance & Accounts)	02-UR			
	Junior Secretariat Assistant (Stores & Purchase)	01-UR			

Opening Duration: Vacancy Start Date: 01 Mar 2025 to  
Vacancy End Date: 28 Mar 2025

**Terms & Condition**

- Out of the 10 posts, 01 post is reserved for ESM, & 01 post is reserved for PwBD (OH/HH).
- Commencement of online application: 01-March-2025 (10:30 AM)
- Last date of submission of online application : 28-March-2025 (05:30 PM)
- Last date of receipt of hard copy of application : 11-April -2025 (05:30 PM)
- 10+2[XII] or its equivalent and proficiency in computer type speed of 35 w.p.m. in English or 30 w.p.m. in Hindi and using computers as per prescribed norms fixed by the DOPT from time to time.
- 18 - 28 years [The maximum age limit is relaxable as per GOI/CSIR rules.]

JSA JOB SUMMARY(PDF)

Apply for this Job

## Step 3:

### Register (Click signup to register)

recruitment.iibt.res.in/jobs/welcome/candidate\_signup

Job Openings Sign-Up Login Help-Desk How to apply

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. 06, Palampur - 176061 (H.P.) INDIA

Signup to apply

Candidate Name: Enter Your Name

Date of Birth: dd-mm-yyyy

Gender: Male

Email (User ID): Enter Email Number

Enter Password: Enter your password

Confirm Password: Re-Enter your password

Register

Already Registered Click here to login

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

recruitment.iibt.res.in/jobs/welcome/login

Job Openings Sign-Up Login Help-Desk How to apply

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. 06, Palampur - 176061 (H.P.) INDIA

User-Login

User ID/Email ID

Enter Email ID

Password

Enter your password

Captcha Code

Login

Forgot Password

## 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.

आवेदन पत्र / Application Form

**Note :**  
Candidates belonging to the **General, EWS, OBC, and Ex-Servicemen (ESM)** categories are required to pay an application fee of Rs. 500/- (Rupees Five hundred only) through SBI Collect by Online/SBI Branch.

CLICK HERE TO PAY APPLICATION FEE HELP SBICOLLECT

**Note :**  
The candidates belonging to **SC/ST/PwBD categories** and CSIR regular employees are exempted from payment of application fee, subject to the production of documentary proof thereof. Also, women candidates are exempted from payment of application fee.

विज्ञापन आईडी चुनें  
Select Advertisement ID:\*

पद का नाम चुनें  
Select Post Name:\*

पद का कोड  
Job Code:\*

Next

**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. 06, Palampur - 178061 (H.P.) INDIA



## आवेदन पत्र /Application Form

फोटो अपलोड करें  
Upload Your Photograph:\*



Choose File No file chosen

Allowed file size 20 kb-50 kb (JPEG, PNG Format)

पद का नाम  
Post Name:\*

Junior Secretariat Assistant

### Job Preference

(Please select Post Preference)

1	Junior Secretariat Assistant (General)	Select Preference
2	Junior Secretariat Assistant (Finance and Accounts)	Select Preference
3	Junior Secretariat Assistant (Store and Purchase)	Select Preference

### Personal Details

अभ्यर्थी का नाम ( हाईस्कूल प्रमाणपत्र के अनुसार )  
Name of Candidate(as per matriculation Certificate):\*

ANKIT

पिता का नाम / Father's Name \*

Enter Father's Name

माता का नाम / Mother's Name \*

Enter Mother's Name

धर्म / Religion:\*

Choose...

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

## Step7

Welcome : -ankit Logout

9. SC/ST/OBC/Certificate

10. Income Proof

11. PwD(Person with Disability)

12. Others

### Application Submitted Successfully

Your Application ID : JS625000033

Your application is successfully submitted, Kindly save the application id for future reference.

**Disclaimer:** Candidates are advised to take a printout of online application after successful submission and send it duly signed along with self-attested copies of the requisite documents to "The Director, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, Dist.: Kangra (H.P.)- 176 061" by registered/speed post before the last date of receipt of hard copy of application.

Cancel Accept & Close

### Application Fee Details

Transaction No.	Date of Deposite (INR)	Amount (INR)
5645456322315	03/01/2025	500

The application is likely to be rejected, if self-attested document in support of information in the application form are not provided.

### घोषणा/Declaration

वचन /घोषणा - मैं, यह घोषणा करता /करती हूँ कि आवेदन पत्र में दिए गए विवरण मेरे ज्ञान और विश्वास के अनुसार सही, पूर्ण और उपयुक्त हैं और यदि मेरे द्वारा दी गई कोई भी सूचना झूठी या अनुचित पायी जाती है या चयन से पहले और बाद में यदि कोई अपराधता सामने आती है, तो चयन और नियुक्ति के किसी भी चरण में मेरी उम्मीदवारी को बिना किसी पूर्व सूचना के रद्द /समाप्त कर दिया जायेगा और मेरे विरुद्ध कार्यवाई की जाए !

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

**Note :**

The candidates belonging to **SC/ST/PwBD** categories and CSIR regular employees are exempted from payment of application fee, subject to the production of documentary proof thereof. Also, women candidates are exempted from payment of application fee.

विज्ञापन आईडी चुनें  
Select Advertisement ID:\*

पद का नाम चुनें  
Select Post Name:\*

पद का कोड  
Job Code:\*

[Choose...](#)

[Choose...](#)

Enter Job Code

[Next](#)

Your application form is complete for the post **Junior Secretariat Assistant**. [please click here for view](#)

----- **End** -----