INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION

I. Special instructions for deputation applicants only :

a) Reservations rule does not apply to posts filled by deputation basis.

b) The candidates applying against deputation basis may apply through online application process only and there is no need to down load bio-data form as Annexure – I

c) No need to upload the APAR/ ACR copies of last 5 years at this stage and may be submitted at the time of interview.

d) Please down load the Annexure – I (forwarding note from present employer) and upload duly filled in by the forwarding authority.

II. Instructions for direct recruitment candidates :

Interested candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the online application.

Candidates should apply through this Online Recruitment Portal only.

1. Registration Process:

e) Candidates have to first register by clicking on the "New Registration" button in the login section. Candidates have to create a password during registration and preserve it for future logins for application submission/downloading. Candidates who wish to apply for more than one post have to register for each post separately.

f) Candidates should register with a valid email address as the same would be considered throughout this recruitment process for correspondence and no postal correspondence would be made or entertained.

g) Upon successful registration, a confirmation email with Registration ID and details of Post applied for will be sent to the candidate's registered email address. These details along with the created password are important for accessing Online Application Form.

** Candidates should ensure that the same photograph, mobile Number and E-mail ID are used throughout this recruitment process.

2. Fee Payment:

a) Before proceeding with the filling of online application, candidates are required to remit the application fee through State Bank Collect only. Candidates are advised to download and preserve the E-receipt generated on successful payment of fee as the transaction number needs to be mentioned in the application.

b) The following details must be mentioned on the backside of printed copy of generated acknowledgement of remitted application fee.
   - i. Registration ID
   - ii. Candidate Name
   - iii. Post code applied for
   - iv. Candidate category

c) SB Collect Portal – procedure:

The following procedure may be followed while remitting through SB Collect:

Link to SB Collect Gateway: https://www.onlinesbi.com/sbicollect/icollecthome.htm

Accept the terms and conditions and proceed to select the following.

      i.   Select State   - Select Telangana

     ii.   Select type   - Select Govt Department

    iii.   Select Govt Department – Select – Centre for DNA Fingerprinting and Diagnostics and press Submit button

    iv.   Select Category   - Select – Recruitment fee

     v.   For Recruitment for 2020-21 -   Please fill : Advt No. 02/2020 or 03/2020 as applicable

    vi.   Fill all the information required.

   vii.   Under application fee - Please fill the applicable amount as Rs…….

  viii.   In next page – select the appropriate payment link(mode) and remit the amount.

3. **Application filling and submission:**

a) Login to the portal using Post code, Registration ID and Password to access the application form and fill the information.

   Candidates should fill the correct information and will be held responsible for any typographical or other errors in data feeding. Later no request will be entertained for correction.

b) Before starting the process of filling the application, the candidate should keep ready, the following details/ documents:

     v.   Valid E-mail ID & Mobile Number.

    vi.   Scanned copy of the recent passport size color Photograph (not older than 3 months). Dimensions of the photograph should be 300px width, 400px height (3:4 ratio) and maximum 100kb size in .jpg format

   vii.   Clearly visible scanned signature with image dimensions: 160px width X 40px height (4:1 ratio) and maximum size 100kb in .jpg format

  viii.   Scanned certificate copies of Proof of Date of birth, Bachelor, Post Graduate, Ph.D., (all combined as a single pdf file).

    ix.   Scanned copies of Awards and Honours (if any) in a pdf file.

     x.   Research experience highlighting the area of expertise as a pdf file.

    xi.   Full list of publications including title, names of all authors, name of Journal, vol. no., page nos., year of publication and reprints of your 5 best publications as a pdf file.

   xii.   Future research plans and how you will contribute to CDFD's institutional activities (up to 5 pages) as a pdf file.

  xiii.   Forwarding note for deputation candidates (Annexure I)/ NOC from the present employer (Annexure – II) or Undertaking (Annexure – III) for in-service candidates as a pdf file.

  xiv.   Scanned copies of Category Certificates (OBC/SC/ST/EWS/Ex-Service Persons/Divyang], if applicable as a pdf file.

   xv.   Copy of fee transaction receipt as a pdf file.

  xvi.   Other documents, if any as a pdf file.

 xvii.   File type and maximum file size of the Documents accepted

        a. Photograph : jpg / 100KB

        b. Signature : jpg / 100KB

     c. Memos : pdf / 3MB
     d. Awards and Honours: pdf / 500KB
     e. Experience, Skills and Expertise: pdf / 500KB
     f. Publications : pdf / 5MB
     g. Future research plans: pdf / 500KB
     h. Forwarding not / Self Declaration / NOC: pdf / 500KB
     i. Category certificates (OBC/SC/ST/EWS/Ex-Service Persons/Divyang] : pdf / 500KB
     j. Other Documents, if any : pdf / 500KB

c) Candidates can Login any number of times and navigate across the pages to fill / edit the information. Information can be saved by clicking "Save".

d) After filling the required information in all the pages, please click the " Upload Documents " button to proceed to upload the required documents.

e) Once uploading the required documents, candidates may click "Submit" button to submit the application.

f) Candidates may please note that once the application is submitted, candidates will not have access to edit any information in Online Application Form. Hence, candidates have to ensure that they complete the application form in all respects with correct details and verify it before submitting. Print Application feature will be available until the closing date of the advertisement. Hence, candidates are advised to take a print out of their respective applications immediately after successful submission of their application.

g) After final submission of the online application form, a confirmation message will be displayed with a link to download the application. Candidates are advised to make a note of this information for future use. However, a confirmation message will also be sent to the registered email address. Candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the on line application.

For any advertisement queries please write to recruitment<at>cdfd.org.in and regarding any technical problem while submitting the form please write to webmaster<at>cdfd.org.in with "**Advertisement No. 02/2020**" in the subject.

Head-Administration
CDFD