

CSIR-CENTRAL DRUG RESEARCH INSTITUTE, LUCKNOW

HOW-TO-APPLY ONLINE Advt. No: 02 /2025

INSTRUCTIONS

for

Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025

IMPORTANT DATES

Start date of Registration, Fee Submission & Online Application: Monday, 10th February, 2025 10:00 AM

Last date for Registration & Fee Submission & Online Application: Monday, 10th March, 2025 up to 5:30 PM



CSIR-Central Drug Research Institute, BS-10/1, Sector 10, Jankipuram Extension, Sitapur Road,
Lucknow, Uttar Pradesh PIN-226031 India

IMPORTANT

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

The complete “**Advertisement**” and ‘**How to Apply Online**’ document can be downloaded by accessing the link ‘**Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025**’ available on CDRI website <https://www.cdri.res.in>

1. Candidates can fill and submit the application form in “Online” mode only.
2. Online submission of Application Form may be made by accessing the link ‘**Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025**’ available on CDRI website <https://www.cdri.res.in>
3. Candidates must follow the instructions strictly as given in this document and the advertisement. Candidates not complying with the instructions shall be summarily disqualified.
4. 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

- iii) A copy of the application form generated after completing online application
5. (a) Candidate must ensure that mobile number and email address filled in the online application form are his/her own as CDRI will make communications by SMS or email on given mobile number and 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) Please see '**Fee Payment Procedure**' document, available on the website, for the details of steps for fee payment.

Important Notes:

1. CANDIDATES ARE ADVISED TO BE IN TOUCH WITH NEWS/EVENTS/NOTICES ON THE WEBSITE ACCESSIBLE THROUGH THE LINK '**Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025**' available on CDRI website <https://www.cdri.res.in> THROUGHOUT THE PERIOD OF FORM SUBMISSION i.e. FROM 10.02.25 UPTO 10.03.25 AND REGULARLY CHECK THEIR E-MAILS ON THEIR GIVEN EMAIL-ID AND SMS IN THEIR MOBILE NUMBER FOR LATEST UPDATES AND INFORMATION.
2. The website is not compatible for use with smartphones and tablets.

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 ‘**JUNIOR SECRETARIAT ASSISTANT (GEN./F&A/S&P) AND JUNIOR STENOGRAPHER-2021**’ available on CDRI website <https://www.cdri.res.in>

Before submission of application form, make the following preparations:

- Read the full advertisement (No. 02/2025), available on the website carefully.
- Candidate should have scanned image of his/her latest photograph documents (Proof of Date of Birth, Education, 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 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 stages and strictly within the last date as mentioned below.

STAGES OF APPLICATION:

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

The datelines for various stages of application are as given below:

Start date of Registration, Fee Submission & Online Application: **Monday, 10th February, 2025 10:00 AM**

Last date for Registration, Fee Submission & Online Application: **Monday, 10th March, 2025 up to 5:30 PM**

IMPORTANT:

Candidates are advised not to wait till the last date to have sufficient allowance in completing the form submission well in time. This shall also enable them to repeat the steps, 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 helpdesk 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 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 '**Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025**' available on CDRI website <https://www.cdri.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 cannot 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 process and click the link given therein **for activation of your account**. Your Login-ID, same as the Registration number, 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 **recruit[AT]cdri.res.in** mentioning your registration number.

- (c) The candidates who do not belong to fee-exempted category can access the '**Step-2 : Fee Payment**' link available on the 'Home' page and follow the steps of fee submission as given in '**Fee Payment Procedure**' document, available on the website . Fee Payment receipt can be printed from the Bank's website and the candidate may contact the Bank's Helpdesk, to know the status of their payment in case the receipt could not be printed.
- (d) The candidates belonging to 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 candidate login web-page. Login using the login-ID(registration no.) and password as set during registration and fill the online application form as per instruction given on the website and also this document.
- (f) Candidates can also take a copy of the submitted application by accessing the link 'Print Application Form' given on their 'Candidate Home Page' webpage available after login.
- (g) Candidates who are employees of Government departments have to get their application forwarded through proper channel for which they must refer the relevant instructions given in the advertisement.
- (h) The application forms of partially completed steps within the last date shall be cancelled. No refunds shall be made for such incomplete applications also.

INSTRUCTIONS FOR PHOTOGRAPH TO BE UPLOADED ONLINE:

Photograph: Candidates are advised to take passport size coloured photograph with white background. Passport size photographs are to be used for uploading in online Application. The photograph must be taken on or after **01.01.2025**. Photograph should not have cap or goggles. Spectacles are allowed if being used regularly. The size of the photograph should be 4.5 Cm x 3.5 Cm and the scanned file should be of type JPG/JPEG only between a file-size of 20 KB and 100 KB.

NOTE:

- i) Request for change in any particulars in the online Application shall not be entertained under any circumstances.
- ii) Incomplete Applications shall be rejected.

A replica of the online registration and application form is given on the website under the link 'Application Replica' for illustration purpose.

Helpdesk: Candidates can contact on phone number **0522-2772442** and also write to us at **recruit[AT]cdri.res.in** seeking clarifications. The working hours for this helpdesk shall be only during working days/hours i.e. Monday to Friday between 9:00 AM to 5:30 PM IST. The queries must be restricted to the operational issues related to submission of online application only.

IMPORTANT : CANDIDATES MUST DOWNLOAD AND READ THE FULL "ADVERTISEMENT" , AVAILABLE ON THE WEBSITE, FOR DETAILS OF THE POSTS ADVERTISED, ELIGIBILITY, TERMS AND CONDITIONS ETC.