

CSIR-CENTRAL DRUG RESEARCH INSTITUTE, LUCKNOW

HOW-TO-APPLY ONLINE

INSTRUCTIONS

for
TECHNICIAN POST

DRIVER & TECHNICIAN (1) Recruitment-2024 (ADVT NO. 04/2024)

IMPORTANT DATES

Start date of Registration, Fee Submission & Online Application : Monday, 15th July, 2024 from 10:00 AM
Last date for Submission of Online Application : Friday, 16th August, 2024, 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:-

1. The complete “**Advertisement**” and ‘**How to Apply Online**’ document can be downloaded by accessing the link ‘**DRIVER & TECHNICIAN (1) RECRUITMENT-2024**’ available on CDRI website <https://www.cdri.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 ‘**DRIVER & TECHNICIAN (1) RECRUITMENT-2024**’ available on CDRI website <https://www.cdri.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 Screenshot 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 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) 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.

BANK/ACCOUNT DETAIL FOR FEE PAYMENT

PAYEE: **CENTRAL DRUG RESEARCH INSTITUTE**

BANK: **STATE BANK OF INDIA, CDRI BRANCH, SEC-10, JANKIPURAM EXTN., LUCKNOW**

ACCOUNT TYPE: **SAVINGS**

IFSC CODE: **SBIN0010174**

ACCOUNT NUMBER: **30269374557**

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.

Important Notes:

1. CANDIDATES ARE ADVISED TO BE IN TOUCH WITH NEWS/EVENTS/NOTICES ON THE WEBSITE ACCESSIBLE THROUGH THE LINK '**DRIVER & TECHNICIAN (1) RECRUITMENT-2024**' available on CDRI website <https://www.cdri.res.in> THROUGHOUT THE PERIOD OF FORM SUBMISSION i.e. FROM 15.07.24 UPTO 16.08.2024 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 **DRIVER & TECHNICIAN (1) RECRUITMENT-2024** available on CDRI website <https://www.cdri.res.in>

Before submission of application form, make the following preparations:

- Read the full advertisement (No. 04/2024), available on the website carefully.
- Candidate should have scanned image of his/her latest photograph, signature and documents (Proof of Date of Birth, Education, 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 stages and strictly within the last date as mentioned below.

STAGES OF APPLICATION:

1. ONLINE REGISTRATION
2. ONLINE/OFFLINE 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, 15th July, 2024 from 10:00AM

Last date for Submission of Online Application : Friday 16th August, 2024, 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. 100/-. 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 **DRIVER & TECHNICIAN (1) RECRUITMENT-2024** 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 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 **recruit[AT]cdri.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 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 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.
- (g) The application forms of partially completed steps shall be cancelled. No refunds shall be made for such incomplete applications.

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 on online Application. The photograph must be taken on or after **01.03.2024**. 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 10 KB and 50 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.*

INSTRUCTIONS FOR ENCLOSURES AND TESTIMONIALS TO BE UPLOADED WITH THE ONLINE APPLICATION:

Following documents, **in jpg format only**, must be uploaded with the online application:

1. Scanned copy of Coloured photograph and signature.
2. Scanned copy of 10th certificate indicating Date of Birth.
3. Scanned copies of education qualifications certificates and marksheets.
4. Scanned copy of caste certificate, if applicable.
5. Scanned copies of experience certificates, if any.
6. Scanned copy of all other supportive documents in support of the application

In case, the file is not getting uploaded on the recruitment portal, please use MS-PAINT application in Windows PC to reduce the size. Instruction for converting the image is given below:

Kindly follow the following steps to resize and convert pictures using MS-Paint:

1. Open the Picture in Paint: - Launch Microsoft Paint on your computer. - Open the picture you want to resize and convert by clicking on "File" in the top-left corner and then selecting "Open."
2. Resize the Picture: - Click on the "Resize" option in the "Home" tab of Paint. - In the "Resize and Skew" window that appears, you have two options: "Percentage" and "Pixels." - If you want to resize by a specific percentage, enter the desired value in the

"Horizontal" and "Vertical" fields (e.g., 50% to half the size). - If you want to resize by specific pixel dimensions, choose the "Pixels" option and enter the desired dimensions for the picture's width and height. - Make sure to maintain the aspect ratio (lock the aspect ratio if needed) to avoid distortion. This means changing either the percentage or the width/height will automatically adjust the other dimension to maintain proportion.

3. Save the Resized Picture: - Once you have resized the picture, go to "File" and choose "Save As." - Select the file format as JPEG to save the image.
4. After saving the file, please check that the image is clearly visible.

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