HOW TO APPLY

The Application for the post of Scientist - 'B',Scientific Officer/Engineer- SB and Scientific/Technical Assistant- 'A' can be submitted online through the URL https://www.calicut.nielit.in/nic23/. This is the Recruitment Home Page. *(Applicants can log in at any time of the recruitment process to the portal through this page.)*

Filling and Submission of Application Form can be completed in three steps:

Step 1 – Registration Process

- Registration with Name, DOB, Email id & Password

Step 2 – Submission of Applicant's Details

- Updating Personal information
- Qualification, Experience Details Post selection & Exam Centre Preference
- Uploading of scanned photograph & signature along with relevant documents (as applicable)

Step 3 – Payment of application fee online (not applicable for Women/ SC/ST/ PWD Applicants)

Applicants are instructed to read the eligibility criteria carefully before proceeding for registration. Applicants can then check the "*check box"* provided at the bottom of the form, to proceed to registration.

Step 1 – Registration Process

The registration process includes – registration with email id and password. Applicants are required to have a valid email id and active mobile phone number. (***The Registered email id and** mobile *phone number should be preserved till the end of the recruitment process.)*

Registration with Email and password

The applicants should enter Name,Gender,Category,whether PWD Category or not,Whether work experience in government organization or not, Date of Birth, Email ,Alternate email id and Password in this page

Field	Description
Name	The NAME should be exactly as given in the degree certificate. **The Applicant will not be allowed to edit this field after registration**
Gender	Gender
Date Of Birth	The candidates whose DOB falls between 1st Jan 1964 to 31st Dec 2000 are eligible for the examination. **If born before 1st Jan 1964 and after 31st Dec 2000 then not eligible for the exam**.
Category	(General/SC/ST/OBC (Non Creamy Layer)/ EWS).
Whether PWD	Candidates have to select YES / NO
Whether working in government organisation	Candidates have to select YES / NO
Whether Ex-service man with three or more years work experience	Candidates have to select YES / NO. If YES ,candidates have to select a number of years of experience from the list.
Email	A Valid Email id to which all communications will be sent. **An Applicant can apply only once using this email id.**
Alternate Email	Alternate Email id

Password	The password should be 8-15 characters long, with a minimum of one uppercase letter, one lowercase letter, one numeric and one special character. Applicants are advised to select & remember the password for all future access to this portal.

The Applicant has to fill up the mandatory fields in registration page and it will redirect to a confirmation page which shows the details entered in previous page.If anything needs to edit in that ,click the edit button in confirmation page , it will redirect to the previous page and edit as needs then follow the same procedure.You can not edit the registration details once you confirmed it.The Applicant will receive an email stating that he/she has successfully completed the Registration Process (Step 1) along with a Candidate id. Applicants can now login using this Candidate id and the passwords already set by them and continue with Step 2. Applicants are advised to note down the generated Candidate id. This number is to be referred to in all future communications with regard to this recruitment process.

An already registered (completed Step1) Applicant can log in through the Login link given at the top of the page.

Step 2 – Submission of Applicant's Details

On completion of Step 1, the Applicant can login using the Candidate id assigned to him/her via email.

If the Applicant wishes to proceed further at a later time, he/she can logout and then log in at any time through the **Login** link provided at the top of the Registration Page at https://www.calicut.nielit.in/nic23/ (but not later than closing date and time)

After logging in, the Applicant can

a) Edit the application
  • Personal Information
  • Qualification, Post Selection & Exam Centre Preference, Experience Details.
  • Photo, Signature & Documents Upload.
b) View the application details already filled

Once the Applicant completes entry of one page/section he/she can save the data and proceed to the next page. The applicant can also logout and login again to continue with the application form filling process at a later time. He/she can use the 'forgot password' link if needed.

Field wise data entry instruction for application submission is listed below:

Note: Fields with * indicates they are mandatory fields

Personal information	
Field	**Description**
Name *	Name (as entered during registration) will be automatically displayed in the field. Applicants are not allowed to edit this field.
Date of Birth*	Date of Birth (as entered during registration) will be automatically displayed in the field. Applicants are not allowed to edit this field.
Gender*	Gender (as entered during registration) will be automatically displayed in the field. Applicants are not allowed to edit this field.
Category*	Category (as entered during registration) will be automatically displayed in the field. Applicants are not allowed to edit this field. (General/SC/ST/OBC (Non Creamy Layer)/ EWS). For all category other than General,
	relevant certificate to be uploaded as mentioned in document upload.
Whether working in Government organisation	Candidates have to select YES / NO. (as entered during registration) will be automatically displayed in the field.

Whether Ex-Servicemen with 3 years experience	Candidates have to select YES / NO. (as entered during registration) will be automatically displayed in the field.
Differently abled Person	Candidates have to select YES / NO. (as entered during registration) will be automatically displayed in the field.
If YES, PWD Category	Candidates have to select from the list.
Whether Scribe required or not(for PWD Candidate)	Candidates have to select YES / NO
Percentage of disability(for PWD Candidate)	Percentage of disability
Address for Communication*	Address for communication is to be entered here. Once submitted change of address will not be permitted.
District	District to which the Applicant belongs to.
State*	State to which the Applicant belongs to.
Pin Code*	6 digit pin code to be entered
Mobile Phone*	10 digit mobile phone number. The Applicant must register his/her active mobile phone number on which the communication regarding this recruitment process will be sent to the applicant. Registered mobile phone numbers should be preserved till the end of the recruitment process.
Verify Mobile Phone*	Click on the Verify button to get a 6 digit OTP. Enter the OTP received on this mobile phone number for validation. Applicants can submit the application only after validation of the mobile phone number.
Alternate Phone number (if any)	Any other alternate mobile phone number (10 digit) can be entered. **Please note that OTP will not be sent to this mobile phone number**

Nationality*	5 Options. For details, refer section 7.1 of detailed advertisement. Certificate to be uploaded as mentioned in document upload for all options except 'Citizen of India'
Father's Name *	Full Name of Father
Mother's Name *	Full Name of Mother

Qualification Details	
Field	**Description**
Matriculation Class 10 (Marks)*	Percentage of marks obtained in the school to be entered. In case of applicants having CGPA, the same has to be converted into percentage and entered.
10+2 (Intermediate)*	Percentage of marks obtained in the Higher Secondary school (+2) to be entered. In case of applicants having CGPA, the same has to be converted into percentage and entered.
GATE Qualified *	If yes, candidates should enter the details of GATE Marks, Branch, and Category.
Year *	GATE qualified year can be selected from the list.

Essential Qualification acquired *	Select from the list given. **Only the courses mentioned are eligible to apply**. Please refer to the instructions for more details.
Name of Branch *	Applicants with any or combination of the branches mentioned in the combo box are only eligible to apply.
	chooses 'OTHER', he/she should specify the branch in combination
Name and address of the University from where the essential qualification is acquired *	(maximum 250 characters)
Marks (in percentage) for Essential Qualification*	Percentage of marks obtained in the University to be entered. In case of applicants having CGPA, the same has to be converted into percentage and entered.
Year of passing *	Year of passing graduation to be entered.

Ph.D.

Ph. D Qualified *	Candidates have to select whether they are Qualified or Not. If 'yes', he/she should complete the below details.
PhD in relevant field of the post *	The relevant field of Ph.D. obtained by the applicant needs to be selected from the list.
Ph.D. Thesis Title *	Title of the Thesis of Ph.D. needs to be entered. (Maximum 250 characters).
Name and address of the University from where the Ph.D. is completed *	(maximum 250 characters)
Year of Ph. D completed *	Year of Ph. D completed to be selected from the list.

Additional Qualifications

Additional Qualification acquired (if any)	Additional qualifications, if any obtained by the Applicant need to be entered. If he/she chooses 'OTHERS', please specify the qualification.
Name of Branch *	Select from the list given, if the candidate chooses 'OTHER', he/she should specify the branch.
Name and address of the University/Institution from where the Additional qualification is completed *	(maximum 250 characters)

Marks in percentage for the Additional Qualification *	Percentage of marks obtained in the University to be entered. In case of applicants having CGPA, the same has to be converted into percentage and entered.
Year of passing *	Year of passing Additional Qualification to be entered.

EXPERIENCE

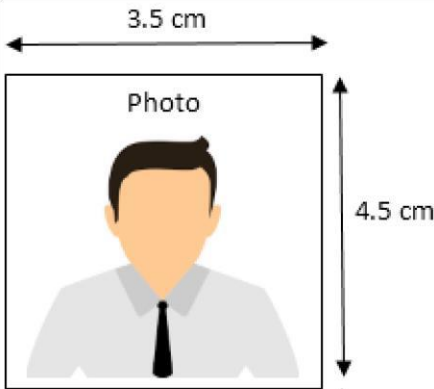|	
Employer Name and Address *	(maximum 250 characters)
Period*	Both from and to date of experience need to be entered(dd-mm-yyyy format only)
Designation*	Applicants need to enter the previous job title (Maximum 250 characters)
Organisation Type*	The previous organisation type to be entered
Salary*	Monthly salary from previous employment to be entered
Area of work*	(Maximum 250 characters)
Nature of work*	(Maximum 250 characters)

Post selection

Applicant can apply for more than one post, (eligibility will be based on qualification)

Exam Centre Preference

[Applicants need to select three different preferences as exam Centre from the list provided.]

First Preference *	Select from the list given
Second Preference *	Select from the list given
Third Preference *	Select from the list given

Documents Upload

1. Photo Upload
Upload Passport size Photo **(10-50 Kb, jpg, Resolution-width=170px,height=250px)***
[Candidate shall affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a white paper. Scan the above photo in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form. Photo needs to be uploaded with white background. If Photo is not correct, the application will be rejected. Sample image is given below.]
2. Signature Upload
Upload Signature **(10-50 Kb, jpg, Resolution-width=170px,height=75px)***
[Candidate shall put his/her signatures with Black Pen in another box of 3.5 cms x 1.5cms. Scan the signature in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form. Sample image is given below.]

3.5 cm — 1.5 cm — Signature
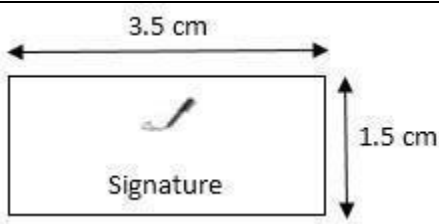
1. Document Upload Upload certificates as a single pdf file (Max-3MB, pdf)*

Applicants are instructed to upload only the relevant documents in the following sequence

- **Certificate of Date of Birth (issued by Panchayat, Municipality, etc. or Matriculation/High School/SSC certificate)***

- **Certificates of Educational Qualification which makes him/her eligible**

       for applying for the post*

- **Photo id proof***

- **Category Certificate (SC/ST/OBC /EWS), if applicable**

- **PWD Certificate, if applicable**

- **NOC (applicable for Govt. employees only)**

- **Experience Certificate**

- **Additional Documents**

(Certificate of eligibility, Certificates of Higher Educational qualification, Etc.)

NB - *All additional documents should be uploaded as a single pdf file.*

Click on save button to save and go back to the Home page. Applicants are advised to view and verify the data entered before final submission of the application.

Click on Preview and Submit button to complete Step 2.On successful completion of data entry and submission, the Home page status now shows **"Application Submission Completed Successfully, Payment Pending**" or **"Application Submission Completed Successfully, Payment not required for female/SC/ST/PWD Applicants".** In the case of **female/SC/ST/PWD Applicants,** their application submission is completed. Other applicants can now proceed to the next step.

Step 3 – Payment of Application Fee online

Applicants can now make payment through the online payment options available.

Once the payment of application fees is successfully made by the Applicant, a message of successful transaction is shown along with the payment details. The Applicants can note down/print the transaction details of the payment made, for future reference.

Applicants can login any time and view the Application Details entered along with status of his/her application. Applicant should ensure that the application status is

"Application Submission Completed Successfully, Payment completed", otherwise application will be treated *as* **incomplete and rejected.**

Applicant can print application by clicking on Print button available on the view information page