

ICMR- NATIONAL INSTITUTE OF VIROLOGY

Online Application Form Process

Important Steps

- Read the advertisement carefully.
- Check the eligibility for the post you wish to apply.
- Register online on website <http://niv.erecruitment.co.in>.
- Pay the application fees online. (Before paying the application fee, read the eligibility for respective post carefully. After paying fee, if it is found that the candidate is not eligible, fee will not be refunded or transferred to any other post or candidate).
- Fill the online application form, lastly confirm and approve the form. Before confirmation of online application form, please check all the information filled in is correct. Once the online application form is confirmed and approved, the same cannot be edited.
- Only confirmed and approved online application forms will be considered for further recruitment process.

Open website <http://niv.erecruitment.co.in>.

Click on “Apply Online” button to fill the online application form.



Select the post and check the primary eligibility for the post.



If you found that you are eligible, then fill the following information for registration

Online Registration

Important Note:

1. The fields marked with (*) are mandatory.
(*) के साथ चिह्नित फ़ील्ड अनिवार्य हैं।
2. Select the Security Question and Enter the Answer of the Security Question as per your choice correctly.
सुरक्षा प्रश्न का चयन करें और अपनी पसंद के अनुसार सुरक्षा प्रश्न का उत्तर सही ढंग से दर्ज करें।
3. This will help you to reset your Password in case you forget.
यह आपके पासवर्ड को रीसेट करने में मदद करेगा, जब आप भूल जाएं।

Select Post*

Post Name

:: Personal Details / व्यक्तिगत विवरण ::

Title / शीर्षक*	Last Name / अंतिम नाम*	First Name / पहला नाम*	Middle Name / मध्य नाम
-Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender/लिंग <input type="radio"/> Male <input type="radio"/> Female *	Mobile No. /मोबाईल नंबर*	Person with Disability / दिव्यांग ▼	
Category / वर्ग* --Select One-- ▼	Caste/जात* <input type="text"/>		
Caste Certificate / जात प्रमाणपत्र <input type="radio"/> Yes <input checked="" type="radio"/> No	Non-creamy Layer Certificate / नॉन क्रिमिलीयर प्रमाणपत्र		No ▼

:: Password Recover Security Question ::

Select Security Question 1 (गुप्त प्रश्न १): * -- Select -- ▼

Enter Answer (उत्तर दर्ज करें) *

Re-Enter Answer (जवाब फिर से दर्ज करें) *

Select Security Question 2 (गुप्त प्रश्न २): * -- Select -- ▼

Enter Answer (उत्तर दर्ज करें) *

Re-Enter Answer (जवाब फिर से दर्ज करें) *

Register/ रजिस्टर करे

उम्मीदवारों से अनुरोध है कि कृपया ऑनलाइन आवेदन में सभी जानकारी केवल अंग्रेजी में भरें।
Candidates are requested to please fill all the information in online application form in English Only.

Note: The SMS facility provided by the MKCL shall be additional facility for the benefit of the students. However, in case of non-receipt of SMS by any candidate, for any reason whatsoever, the MKCL can not be held responsible.

After registration, system will generate Login ID and Password, kindly note down your login Id and Password for further process.



Registration completed successfully. Take print out for Future reference.

Application FormNo : ██████████

आपका पंजीकरण पूरा हुआ | आपके जानकारी के लिए लॉगिन पेज की प्रिंट लेके रखें |.

अर्ज क्र. ██████████

Login and Security Question Details

::Login Details::

LoginId / लॉगिन आय डी : ██████████

Password / पासवर्ड: ██████████

::Password Recover Security Question Details::

What is your pet's name ?

██████████

Give the name of the city where you born.

██████████

[Print My Login/ लॉगिन प्रिंट करें](#)

[Click To Proceed](#)

जिस पद के लिये आप अर्जी करना चाहते हो उस पद के लिये दि गई पात्रता ध्यान से पढ़ें और उसके बाद ही शुल्क जमा करें | एक बार शुल्क भरने के बाद शेष जानकारी भरते वक्त अगर आप अपात्र होते हो तो आप अर्जी में चुना हुआ पद बदल नहीं सकते और जमा किया हुआ शुल्क वापस नहीं किया जाएगा या अन्य अर्जी के लिए इस्तमाल नहीं किया जाएगा

Before applying for any post please check the eligibility carefully and then only pay the fee. After paying fee, if you find not eligible after filling the information of selected post, you cannot change the post and fee will not be refunded or transferable. |

Enter Login ID and Password to fill the complete application.

Select Language English

Login ID 999999 Password

Login

Forgot Password

ICMR-National Institute of Viology

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IMPORTANT

Online application form filling will be starting from 28 April 2018 at 1

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Online Application Fee Payment

After generation of Login Id and password you have to pay the fees online. System will automatically take you on following page.

Candidates belonging to SC, ST, Women and Persons with Disabilities (PwDs) are exempted for payment of online application form fee. For such candidates following screen will be automatically skipped by system.

Fee Cart

Note: Payment for the following applied Posts has not been done. Select the Post for which you want to pay the fee. निम्नलिखित पद के लिए शुल्क भरना बाकी है | शुल्क भरने के लिए पद चुनें |

Select the Post to make payment. Click on "Proceed To Payment".

Select	Post	Fee	Last Payment Date
<input checked="" type="checkbox"/>	Post Name	500	21/05/2018


Total Fee: 500

Proceed To Payment

Read the terms and conditions and follow the process for online payment.

Payment Mode Selection

Total Amount : ₹ 500.00 Post Applied : 1

Online 

Payment Gateway (Powered By HDFC)

Terms & Condition
 I agree Terms & Condition

Proceed

After Successful payment system shows following message.

Instructions

1. Receipt for Online/ Netbanking can also be taken by clicking on "Print" button under "Print Receipt/ Challan" column.

Paid Transactions Details

Sr. No.	TransactionId	Total Fee	Payment Initiated On	Date Of Payment	Payment Status	Mode Of Payment	Cancel	Print Receipt
1	██████████	██████	██████████	██████████	Paid	Payment Gateway (Powered By HDFC)(Online)		Print

Candidate have to fill the following information as per links given on left side of webpage.

- Personal Information
- Reservation Details
- Qualification Details
- Experience Details
- Other Details & Scientist Application (For Scientist D,C and B posts - this information is mandatory)
- Photo & Sign Upload

Personal Information

APPLICATION FORM

- Home
- Post Details
- Personal Information
- Reservation Details
- Qualification Details
- Experience Details
- Other details & Scientist Application
- Photo Sign Upload
- Form Summary

Personal Information / व्यक्तिगत जानकारी

Mrs * SFS
Title/ शीर्षक Last Name (Surname)/अंतिम नाम (उपनाम) SFS First Name/ पहला नाम FFS Middle Name/ मध्य नाम

Applicant Name / आवेदक का नाम SFS FFS SFS * Gender/लिंग Male Female *

Father's Name / Husband's name / पिता का / पति का नाम Mother's Name / माँ का नाम

Date of Birth / जन्म की तारीख Marital Status / वैवाहिक स्थिति Married Unmarried Divorcee Widow *

Aadhar Number/ आधार क्रमांक Nationality/ राष्ट्रियता

Address for Correspondence & Contact Details/ पत्राचार और संपर्क विवरण पता

House No./Street/Area / हाउस नंबर / स्ट्रीट / एरिया City/Town/Village / शहर/ कस्बा/ गाँव

State Maharashtra * District --Select District-- *

Taluka --Select Taluka-- Pincode

Phone No. with STD Code/ एसटीडी कोड के साथ फोन नंबर Mobile No./ मोबाइल नंबर 9823238101 *

Email/ ईमेल *

Is Permanent address is same as Correspondence address? क्या आपका स्थायी पता और वर्तमान पता एक है? Yes No

Permanent House No./Street/Area / हाउस नंबर / स्ट्रीट / एरिया Permanent City/Town/Village / शहर/ कस्बा/ गाँव

State Maharashtra * District --Select District-- *

Taluka --Select Taluka-- Pin code *

Save & Proceed >>

After filling all the personal information click on "Save & Proceed" button

Reservation Details

Reservations Details / आरक्षण विवरण

Category / वर्ग Un-Reserved(U ▼)	Caste / जाति Other Caste (Note: if not applicable, please enter 'NA'.) sfdsdf	Sub Caste / उप जाति
Religion / धर्म --Select One-- ▼	Caste Certificate/ जात प्रमाणपत्र <input type="radio"/> Yes <input checked="" type="radio"/> No	Non-creamy Layer Certificate / नॉन क्रिमिली अर प्रमाणपत्र No ▼
Select Exam Center Preference / परीक्षा केन्द्र प्राथमिकता चुनें: --Select One-- ▼		

Age Relaxation

<input type="checkbox"/> Are you currently Government employee with three year regular service	<input type="checkbox"/> ICMR / NIV Project staff	<input type="checkbox"/> Person with Disability
---	--	--

[Save & Proceed >>](#)

After filling all the Reservation details click on "Save & Proceed" button

Qualification Details

Qualifying Examination Details/ योग्यता परीक्षा विवरण (Enter Qualification starting from 10th std. onwards)

Discipline / अध्ययन का विषय: Science

Type of Qualification / योग्यता का प्रकार: Higher Secondary School

Name of Subject / विषय का नाम: Science

Add Qualification / योग्यता जोड़ें

S.N.	Discipline	Type of Qualification	Subject	Board/ University	Year of Passing	% / Grade	Division	Edit	Delete
1.	Secondary School	10th Standard	None	asdas	February, 2015	44.00	First		
2.	Science	Higher Secondary School	Science	ABC	May, 2017	55.00	Second		

Note: If you want to edit Qualification, Type of Qualification or Name of Degree/Diploma Certificate then delete existing row and add fresh one.

Save & Proceed >>

Fill Essential Qualification (EQ) and relevant Desirable Qualifications (DQ) and after filling the qualification details, click on "Save & Proceed" button. Enter qualification details starting from 10th std. onwards.

Few Desirable qualification / experience etc. are available under the menu 'Other Details and Scientist Application'

Experience Details

Work Experience Details (If any) / कार्य अनुभव का विवरण

If the candidate has any work experience please add here by clicking the 'ADD New Experience' Button.
यदि उम्मीदवार के पास कोई काम का अनुभव है तो कृपया 'नया अनुभव' बटन क्लिक करके यहां जोड़ें।

Add New Experience

:: Add/Edit Experience Details / अनुभव का विवरण जोड़ें / संपादित करें

Name of Organization /संगठन का नाम * Designation / उपाधि *

Experience Type /अनुभव प्रकार -- Select -- * From Date / तारीख से * To Date / तारीख तक * Experience Duration /अनुभव अवधि Year /वर्ष: Month: * Salary Post Held --Select-- *

Save **Cancel**

Proceed

Fill all the experience, you can fill multiple experience details by using “Add New Experience” button. Kindly save experience by clicking on “Save” button.

In **Other Details**, candidates have to fill the information related to Desirable Qualifications (DQ) relevant for the post and employment exchange details.

Other Details		
Note: If applicable, please tick the check box for 'Yes'		
Sr. No.	Other Details	Yes/No
1	Do you have Knowledge of operating and submitting final accounts through accounts packages / software's like Tally etc.	<input type="checkbox"/>
2	Do you have Knowledge of rules and regulations of a Central Govt organization?	<input type="checkbox"/>
3	Do you have Knowledge of computer applications?	<input type="checkbox"/>
Employment Exchange Details		
Do You have Registration In Employment Exchange ? <input type="radio"/> Yes <input checked="" type="radio"/> No *		
Save & Proceed >>		

For the post of Scientist – D, Scientist – C, Scientist – B candidate has to fill the extra information given on the link of [Click here for extra information\(Mandatory for Scientific Positions\)](#) in candidates login under ‘Other Details and Scientist Application’

Other Details		
Note: If applicable, please tick the check box for 'Yes'		
Sr. No.	Other Details	Yes/ No
1	Do you have Knowledge of computer applications?	<input type="checkbox"/>
2	Do You have Experience of working in BSL-3 / high containment laboratory / scientific research laboratory?	<input type="checkbox"/>
3	Do you have Knowledge of bio safety and containment laboratory concepts?	<input type="checkbox"/>
4	Do you have Additional Post doctoral research / teaching experience in relevant subjects?	<input type="checkbox"/>

Employment Exchange Details
Do You have Registration In Employment Exchange ? <input type="radio"/> Yes <input checked="" type="radio"/> No *

[Click here for extra information\(Mandatory for Scientific Positions\)](#)

Save & Proceed >>

Scientist Extra Information

All the candidates applying for Scientist post should have to fill the following information

Scientist Extra Information

Note : Candidates may award their own marks according to ICMR guidelines
(<http://icmr.nic.in/circular/2017/154.pdf>)

Please fill in all the fields. If a field is not applicable to you, mark as 'Not applicable' / put '0'

>>1 What language (excluding Indian languages) can you read or speak. State any examination passed in each:

>>2 Details of research publication (Indexed journal)

>>3 Details of research publications (Books, Chapter in Books, other than referred journal articles)

>>4(a) Fellowship/Awards/ Membership (ICMR/ CSIR /DBT/ DST/ UGC /INSA/Other Academy including International)

>>4(b) Membership of Editorial Boards of Journals

>>5 If registered for M.D/Ph.D degree, give details:

Degree for which registered :

Subject of thesis :

Date of registration :

Date and year of passing written examination, if any :

Name of the University :

>>6 National/International Conferences/Seminars etc. attended(List with title of papers / poster presented, if any)

>>7 Patents granted

>>8 Research Supervision / Guidance

>>9 Research Projects/ Grants received

>>10 Impact of Publications

>>11 Has the candidate applied earlier for any post in the Council or elsewhere? If so, give details

Yes No

Post Applied :

Name of the Institute:

Year: 1977 ▼

>>12 References (These should be persons resident of India and holders of responsible position. They should be intimately acquainted with the applicant's character and work, but must not be relatives. Where the candidate has been in employment, he/she would either give his/her present or most recent employer or immediate superior as a reference or produce testimonials at the time of interview from him / her in regard to the candidate's fitness for the post for which he/she is an applicant. (only two references may be provided)).

>>13 Other Details

Proceed

Upload you scanned copy of Photo and signature



Please upload your Photo !!

Photo & Signature/फोटो और हस्ताक्षर

Note:All file types are allowed and the maximum file size allowed is 100 KB.
सभी फाइल प्रकारों की अनुमति है और अधिकतम फाइल आकार 100 KB है।

- Select to crop and upload Photo & Signature./ फोटो और हस्ताक्षर क्रॉप और अपलोड करने के लिए चयन करें
- Select to upload Photo & Signature. /फोटो और हस्ताक्षर अपलोड करने का चयन करें



Signature

Save & Proceed >>

Confirmation and Approval of Application

If you are eligible for selected post, system will activate the **“Confirm and Approve Application”** button. Before confirming the application, click on the ‘Accept Declaration’.

Before confirmation of online application form, please check all the information filled by you is correct. Once you confirm the online application form, you cannot edit the information.

1. I have read and understood all the terms & conditions as stated in the aforesaid advertisement published by National Institute of Virology
2. I fulfill the conditions as specified in the aforesaid advertisement published by National Institute of Virology for the selected post and accordingly I have submitted my application for the same post.
3. All the particulars provided by me in this application are true, correct and complete to the best of my knowledge and belief.
4. I shall produce all the original documents along with the attested copies at the time of next stage of recruitment process, failing to which I will be out of recruitment process. In case any particulars given by me in this application are found to be false, incorrect and / or misleading, I shall be liable for being blacklisted or debarred from all further examination and selection process and I shall be liable for disciplinary proceedings, if I am already engaged in any Government Service and if not a Govt. Servant, legal proceedings as the case may be.

Accept Declaration [Mark ✓]

Confirm & Approve Application

After confirmation and approval of online application form, print the application form and preserve the same for further recruitment process. For any further updates regarding the recruitment process, kindly check the website <http://niv.erecruitment.co.in>.

!Thank You!