ANNEXURE-I

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION FORM

i.   Candidates are required to apply online using the application form link available on the website: http://www.asrb.org.in only. No other mode of filling of application is allowed.

ii.   The candidate can apply for multiple positions advertised in this notification. His/her eligibility shall be determined with regard to the prescribed qualifications for the positions applied for. He/she is required to fill up only one application form for (a) Deputy Director General (DDG)/Director of National Institute/Deemed University and equivalent position of ICAR and (b) Assistant Director General (ADG)/Director / Project Director of the Institute/Joint Director of National Institute and equivalent position of ICAR and can opt for multiple positions in that particular category as mentioned above at (a) & (b).

iii. Candidates are informed that the details they provide in the Online Application Form will be used for all future references and no modification thereto can be done subsequently. Hence, they are advised to be very careful while filling online Application Form.

iv.   The candidates are advised to carefully go through the details of Score Cards and general instructions for the candidates and Council's OM No. 9(1)/2010-Per.IV (Pt.2) dated 09.11.2021 before filling up the online applications.

v.   The online application form is spread over number of parts. Candidates will receive an email/SMS on successful registration in Part-I, i.e., basic data regarding their Name, Father's Name, E-mail Id, Date of Birth etc. after which all the stages of the application form are to be completed and final submission done.

vi.   Candidates are required to complete the Application Form by filling all the parts for which they will be guided during the course of filling online Application Form.

vii.   In case multiple applications are submitted by a candidate for one post, the latest application will be considered, ignoring all earlier one(s) submitted without refunding/ adjusting any Application Fee paid for the other Applications.

viii. The application fee of Rs 1500/- (Rupees one thousand five hundred only) for each position should be deposited online. The fee must be paid online while filling the online application form available on the website: http://www.asrb.org.in . Payment can be made through Debit Card/Credit Card/Net Banking/ UPI from any Bank. Transaction charges for Debit Card/Credit Card/Net Banking/ UPI payment, as the case may be, have to be borne by the candidate. Candidates belonging to the SC/ST/Divyang categories and women need not pay any fee.

Application fee for each position should be paid for the post applied for and the fee once paid shall not be refunded under any circumstances nor can the fee be had in reserved for any other selection.

ix.   **Candidates are required to keep ready the following relevant details /information / documents at the time of filling the online application form:**
   a.   Name (as recorded in service book)
   b.   Complete Address for communication
   c.   Complete Permanent Address
   d.   Matriculation or equivalent Certificate as a proof of date of birth
   e.   Master's Degree Certificate
   f.   Doctorate Degree Certificate
   g.   Any other certificate relevant to the post applied
   h.   Scanned copy of recent passport size photograph taken against white background only, of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles.
   i.   Scanned copy of signatures taken in Black/Blue ink on a white paper only in .jpg format only.
   j.   Debit Card/Credit Card/Net Banking/ UPI details for online payment of fee.
   k.   Valid and active official e-mail id.

    l.   The candidate should have details of one Photo ID viz. Aadhar Card/ Voter Card/ PAN Card/ Passport/ Driving License/ Any other photo ID card issued by the State/ Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her.

    m.   Scanned copies of the certificates/documentary evidences as required for filling up online applications as proof of claims.

    n.   All documents uploaded should be clearly visible and readable. Unclear and blurred copies of documents will not be entertained and shall be rejected.

NOTE: If any document/certificate furnished is in a language other than Hindi or English, a translated version of the same duly attested by the Gazetted Officer is to be submitted.

x.   The candidates are required to enter their valid and active official e-mail id in the Application Form since all communication/information/ update(s) would be sent to this e-mail id only. In case, they do not have an official e-mail id, they may obtain from the employer. Please note that entry of the e-mail id in the prescribed field in the Application Form is mandatory/ compulsory.

xi.   Online Application Form will not be submitted unless the candidate has successfully uploaded photograph and signature and has paid the requisite applicable fee for each position.

xii.   Candidates are informed that there are provisions for editing at many stages. Once the complete process of filling up the information in the Application Form, the Photograph and Signature, the candidate can view the entire Application Form together with the photograph and signature and can still edit at this point to make / incorporate any change/ editing in any field of the Application Form. However, once the payment process is completed, there is no possibility of making any modification/editing whatsoever in the application form.

xiii.   Once the payment is successfully made, a message informing the successful submission of Application Form will be displayed on the screen. In case, this does not appear, the process needs to be

repeated, since it signifies/implies that the Application Form has not been successfully uploaded/ submitted.

xiv.   Candidates are advised to keep a print or soft copy of the submitted Application Form for future reference. Mere successful submission of the Application Form does not automatically entitled a candidate for selection. If on verification at any later stage, it is found that a candidate does not fulfill any of the eligibility condition(s) or has given wrong/ incorrect/ misleading/ false information, either intentionally or otherwise error of omission or commission, his/her candidature will be cancelled/rejected.

xv.   Candidates are advised that they should not furnish particulars that are false or suppress any material information filling up the application form. They should in no case correct or alter or otherwise temper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tempered/fabricated document. Providing any false information or claim may render the candidate liable to action as deemed fit by the Board including disqualification of candidature and barring from future recruitments under ASRB.

xvi.   For any information/ clarification / guidance, candidate may contact the office of Secretary, ASRB, KAB – I, Pusa, New Delhi on Ph. No. 011-25846730, 25842948 and 25848172 Extn 205 during 10.00 hrs and 17.00 hrs (Monday to Friday, except Gazetted Holiday(s)). Queries can be sent by e-mail to query@asrb.org.in by mentioning the item no and name of the post. ASRB will respond to the query as soon as possible.