

Instruction For How To Apply New Application

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CSIR-NBRI Recruitment

Open NBRI Recruitment Portal



How to Use This Manual

This manual serves as a reference guide for working with NBRI's Recruitment Portal.

1. Application Module

Candidate Advertisement Dashboard

Applicants can apply for multiple jobs under a single advertisement number.

Advertisement

ONLINE APPLICATION is invited from bonafide Indian nationals who fulfils the prescribed academic qualification, age and experience as mentioned below. Applicants are requested to take a Print-out of their duly-filled ONLINE APPLICATION with all supporting documents and transaction details of fee paid through SBI Collect, and send all to the following address:

To,
The Director
CSIR-National Botanical Research Institute
Rana Pratap Marg, Lucknow – 226001, Uttar Pradesh, India

ARCHIVE

Advertisement Number	Date of Advertisement	Last Date of Submission of Online Application.	Last Date of Receipt of Hard Copy of Application	Download Complete Advertisement
02/2021	08-07-2021	30-08-2021 23:59 PM	09-09-2021 18:00 PM	Click Here

Post code & Area	Pay level in pay matrix / Number of post(s)/ Reservation/	Name of post/Age limit not exceeding as on last date of online submission.	Essential educational qualifications & experience	Desirable qualification	Job specification	Info
S-01 Area : Bioinformatics	Pay level:13 Number of post: 01 Reservation:UR	Principal Scientist Age Limit: 45	Ph.D. in any science subject in the area of Bioinformatics or Computational biology followed by 03 years experience in the relevant.	Experience in the following areas with high impact publications: (a) high-throughput genome analysis, (b) genome assembly annotations, (c) comparative genomics, (d) NGS information analysis, (e) Big Data Analysis	The chosen candidates will have to work independently as well as a team member in and outside the institute, in the desired areas. He has to be a good team player.	APPLY NOW INSTRUCTIONS
S-02 Area : NMR/Mass spectroscopy	Pay level:11 Number of post: 01 Reservation:OBC	Scientist Age Limit: 35 including age relaxation of 03 years for OBC candidates	Ph.D. (submitted) in any science subject in the area of NMR or MASS Spectroscopy	Experience of working on NMR including NMR-based plant metabolomics and structure elucidation of natural products. Experience in NMR based plant bio-prospection and metabolic engineering.	Operation and research in the field of plant metabolomics/ metabolic engineering/ NMR.	APPLY NOW INSTRUCTIONS

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Archive

Under the archive option we find all closed advertisements.



Advertisement Closed

Advertisement No.	Date of Advertisement	Last Date of Submission of Online Application.	Last Date of Receipt of Hard Copy of Application	Download Complete Advertisement
01/2019	23-01-2021	02-02-2021 11:59 PM	28-05-2021 18:00 PM	Click Here

Post code & Area	Pay level in pay matrix / No. of post(s)/ reservation/	Reservation status	Name of post:Age limit not exceeding as on last date of online submission.	Essential educational qualifications & experience	Desirable	Job specification
S-01 Area : Botanic Garden	Pay level:13 Number of post: 10 Reservation.UR	Age Relaxation Categories Name.SC Age Relaxation In Year:5	Principal Scientist Age Limit: Not exceeding 45 yrs	Ph.D. in any Science subject in the areas of Botanic Garden/ Horticulture/ Documentation, Characterization, Introduction, Conservation and Domestication of Ornamental Plants followed by 03 years experience in the relevant area.	Experience in Designing and development/ establishment of botanic gardens/ Preparation and execution of landscapeplans/ R&D work on Threatened Plants / Ornamental Crops as evident from quality research publications; Strong potential for securing and sustaining independent and collaborative extramural funding.	Maintenance of Botanic Garden, R&D work on Improvement and conservation of ornamental plants; DUS testing; Germplasm collection and characterization; Development of new varieties of ornamental crop; Preparation of landscape plans/drawings/designs, and undertake outreach activities such as skill development and training programmes.

Instruction

Under this tab the applicant finds all instructions related to the individual job post.

Instruction

General information and conditions:-

Benefits under Council service:

- These posts currently carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence allotment rules depending on availability in which case HRA will not be admissible.
- In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are currently available as per CSIR rules.
- Scientists in CSIR are also permitted to undertake consultancy and sponsored R&D project activity. These activities give them scope to earn consultancy fee and honorarium as per CSIR guidelines governing these activities. Opportunities also arise for foreign deputations for training/presentation of papers/specific assignments etc.
- CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme.
- Deserving candidates may be considered for advance increment(s) as per CSIR Rules.
- The Competent Authority has a right to amend, delete and add terms and conditions to this advertisement.

Other conditions:-

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications i.e.15.08.2021 . They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the advertised post as on the last date of receipt of the application. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.

Apply Now

On clicking the “**APPLY NOW**” button applicants can apply for the job against specific post code.

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Candidate Register

In-case of new user, on clicking the apply now button the user will be redirected to Registration Page. Enter all required field details before clicking the “**Register**” button.



REGISTER	LOGIN	FORGOT PASSWORD
Title Select Title	Mother's Name First name Middle name Last name	
Full Name First name Middle name Last name	Marital Status --Select--	
Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Religion --Select--	
User Name for Login Enter Username	Category --Select--	
Password for Login Enter password	Citizen of India <input checked="" type="radio"/> By birth <input type="radio"/> By domicile	
Confirm Password Enter confirm password	Place of Birth District Name Select State	
Email Enter email	Date of Birth as per SSC/10th Certificate DD-MM-YYYY	
Mobile Number Enter Mobile Number	SSC/10th certificate number Certificate Number	
Father's Name First name Middle name Last name		
Register		

Candidate Login

After successfully registration enter login credential details in login tab and press “Login” button.

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[REGISTER](#) [LOGIN](#) [FORGOT PASSWORD](#)

Username for Login

Password for Login

[Login](#)

Candidate Dashboard

After successfully login then first of all it shows the candidate dashboard and from here users can apply for a new job, edit/update partially filled applications and also view all submitted applications.

 **CSIR-National Botanical Research Institute** Hi, kaishav567

Registration Number - REG-582958

[Application Applied](#) [Profile](#) [Change Password](#) [Logout](#)

Advertisement Number	Post Code Applied For	Area	Submission Date	View Application	Status
02/2021	S-01	Bioinformatics	27-07-2021 12:06:41	Application	Submitted
02/2021	S-02	NMR/Mass spectroscopy	27-07-2021 12:20:26	Application	Submitted
02/2021	S-03	Plant physiology/ plant hormones	05-08-2021 06:04:29	Application	Submitted
02/2021	S-04	Enzymology	02-08-2021 09:09:23	Application	Submitted
02/2021	S-05	Pharmacology/Drug delivery system/Pharmacological formulation development/regulatory issues	23-08-2021 10:31:51	Application	Submitted
02/2021	S-06	Pharmacognosy	N/A	Edit/Update	Complete
02/2021	S-01	N/A	N/A	Apply	Incomplete

Particulars of Application

On clicking the “Apply” *or* “Edit/Update” link below the given form will appear.

Here the user needs to fill up all the (*) mandatory fields and click on Save and go to Basic Particulars.

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Particulars of Application	Basic Particulars	Educational Qualifications	Research Outputs
Advertisement Number *	<input type="text" value="02/2021"/>		
Post Code Applied For *	<input type="text" value="S-06"/>		
Area *	<input type="text" value="Pharmacognosy"/>		
Position Applied for *	<input type="text" value="Scientist"/>		
Are you willing to accept the minimum basic pay in the pay level of the pay matrix? *	<input checked="" type="radio"/> Yes <input type="radio"/> No		

[Save and go to Basic Particulars >](#)

Basic Particulars

In basic particulars user needs to fill up entire form details and press on “Save and go to Educational Qualifications” Button.

If user clicks on “Previous” button, the user will be redirected to Save and go to Basic Particulars Button.

The Remove Button helps users to remove / discard the attached certificate if in-case needed.

Particulars of Application	Basic Particulars	Educational Qualifications	Research Outputs	Particulars of Employment/Experience
Name as per SSC / 10th certificate *	<input type="text" value="Kaishav"/>	<input type="text" value="Middle Name"/>	<input type="text" value="kumar"/>	
SSC/10th certificate number *	<input type="text" value="5546546465"/>			
Have you ever changed your name? *	<input type="text" value="No"/>			
Father's Name	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	
Mother's Name	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="shankar"/>	
Date of Birth as per SSC/10th Certificate *	<input type="text" value="15-04-1991"/>	<input type="button" value="Upload Certificate*"/>	<input type="button" value="Remove"/>	
Age as on last date of online submission of application (YY-MM-DD) *	<input type="text" value="30"/>	<input type="text" value="4"/>	<input type="text" value="12"/>	
Place of Birth *	<input type="text" value="India"/>	<input type="text" value="Haryana"/>	<input type="text" value="Noida"/>	
Are you a citizen of India? *	<input checked="" type="radio"/> By Birth <input type="radio"/> By Domicile			
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender			

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Religion *	<input type="text" value="Other"/>	<input type="text" value="Hindu"/>		
Category *	<input type="text" value="OBC"/>			
				
Are you CSIR Employee? *	<input type="text" value="No"/>			
If yes, the name of Institute *	<input type="text" value="Select Institute/Lab"/>			
Marital Status *	<input type="text" value="Single"/> <input type="text" value="Unmarried"/>			
Are you staying abroad/Have you stayed abroad? *	<input type="text" value="No"/>			
Address for Correspondence *	<input type="text" value="Rewari"/>	<input type="text" value="Sector-5"/>	<input type="text" value="Address Line 3"/>	
	Country <input type="text" value="India"/>	City <input type="text" value="delhi"/>	State <input type="text" value="Delhi"/>	Pincode <input type="text" value="110020"/>
	Phone No <input type="text" value="0"/>	Primary Mobile No <input type="text" value="5155656565"/>	Secondary Mobile No <input type="text" value="Secondary Mobile Number"/>	
	Primary E-Mail <input type="text" value="kaishav@gmail.com"/>	Secondary E-Mail <input type="text" value="Enter E-Mail"/>		

Permanent Address *	<input checked="" type="radio"/> Same as Address for Correspondence <input type="radio"/> No			
	<input type="text" value="Rewari"/>	<input type="text" value="Sector-5"/>	<input type="text" value="Address Line 3"/>	
	Country <input type="text" value="India"/>	City <input type="text" value="delhi"/>	State <input type="text" value="Delhi"/>	Pincode <input type="text" value="110020"/>
	Phone No <input type="text" value="0"/>	Primary Mobile No <input type="text" value="5155656565"/>	Secondary Mobile No <input type="text" value="Secondary Mobile Number"/>	
	Primary E-Mail <input type="text" value="kaishav@gmail.com"/>	Secondary E-Mail <input type="text" value="Enter Secondary E-Mail"/>		
Is any of your close relatives working in CSIR ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No			
← Previous Save and go to Educational Qualifications →				

Educational Qualifications

Fill up essential details and Press “Save and got to Research Outputs”

Research Outputs

Fill up essential details and Press “Save and got to Research Outputs”

Particulars of Employment/Experience

Fill up essential details and Press “Save and got to Research Outputs”

Declaration

At last here in the declaration page the user will fill-up the form as required and save it by clicking the Save Button given at the bottom part of the page.

Except Save Button there are few **more buttons that are also available**. Usability of those buttons are as below:

Edit/Update: On clicking this button user will be redirected to **the first page i.e. Particulars of Application** where users can start checking and edit entire forms one by one before submitting.

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Print Preview: Using this button, users can check the filled-in forms in a single page before printing.

Print: On clicking, the user can take a print out of the form.

Proceed To Payment: On clicking it, then the user move to next page i.e. "Payment Page" (see page 9 (a to h points for your reference)).

Particulars of Application	Basic Particulars	Educational Qualifications	Research Outputs	Particulars of Employment/Experience	Declaration
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Vision/Future Plan Statement (max. 250 words)

Declaration

I hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information is found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled at any stage of selection/appointment and disciplinary/legal action could be initiated against me.

Minimum time required to join, if selected

Name of the Candidate

Kaishav kumar



Remove

Remove

Coloured photograph

Self attested photocopy of Date of Birth Certificate

Self attested photocopy of all academic/educational qualification(All the marksheets and respective certificates, degrees)

Self attested photocopy of certificates for Caste /PWD /EWS/Women(Widow/Divorcee/Judicially separated)/Departmental candidate/Ex-serviceman

Self attested photocopy of all the experience certificates

Reprint of original publications

-
-
-
-
-
-

Others (if any)

Details of Payment

Adv. No	Post Code	Position applied for	Fee Paid	Challan / Transaction ID Number
02/2021	S-04	Scientist		

« Previous

Save

Edit/Update

Print Preview

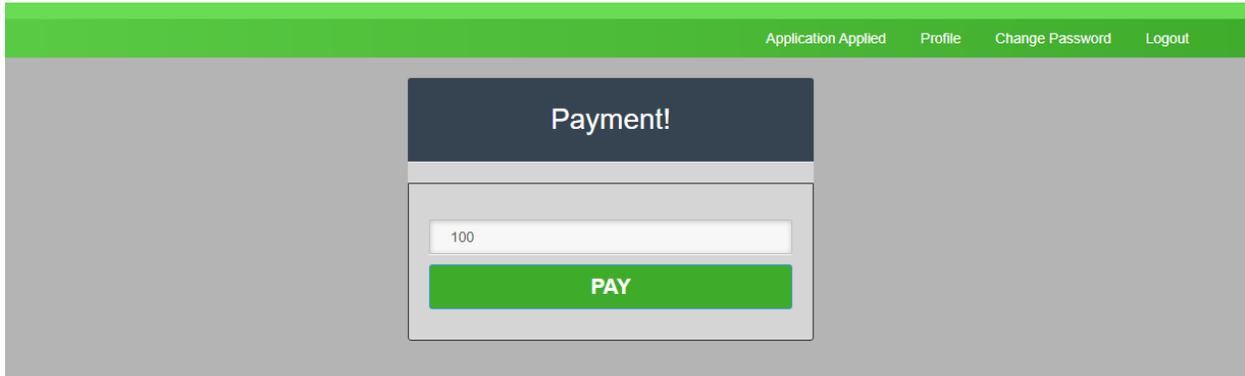
Print

Proceed To Payment

Submit

CSIR-NBRI Recruitment

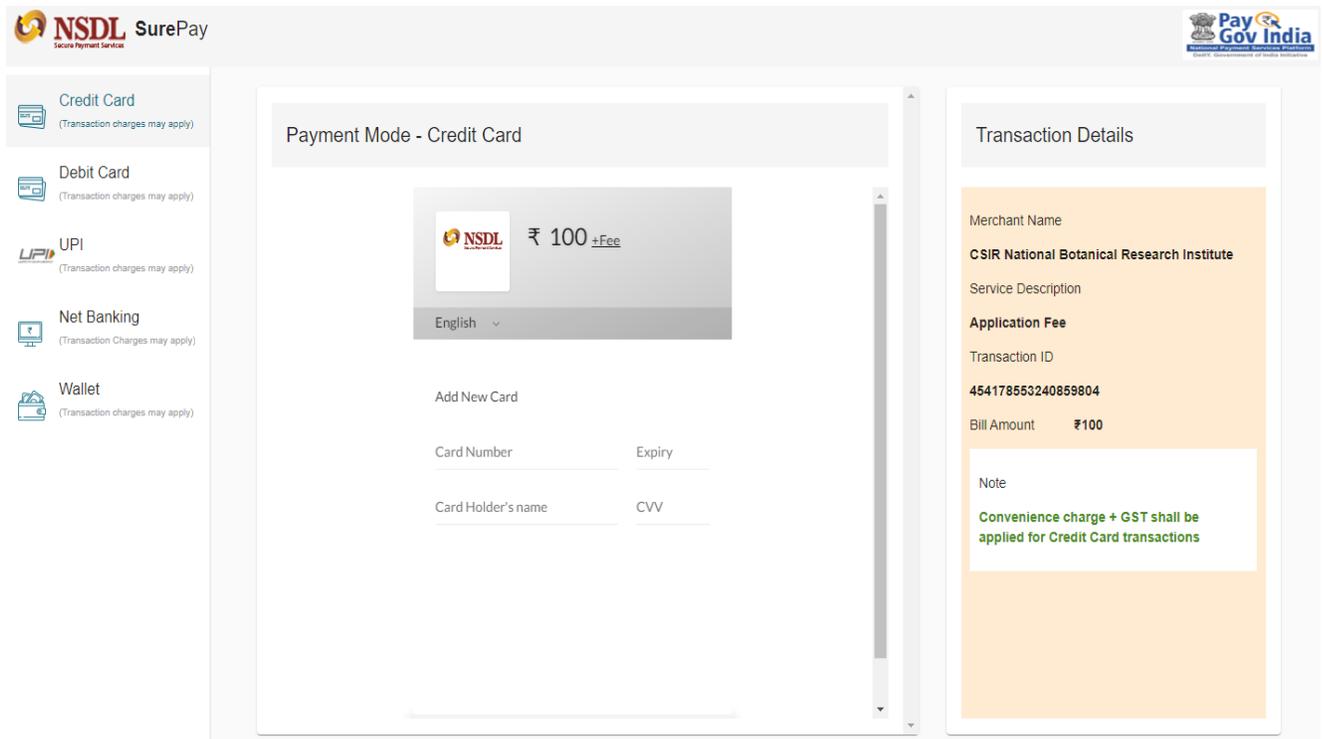
(a). **“Payment Page”**: On clicking PAY button link, then open new page link “NSDL surePay”



Note :

- (1) **Payment is mandatory only for Male (Gender) applicants belong to General, OBC & EWS Categories.**
- (2) **The rest of the other Categories i.e. SC/ST/PWD, and CSIR Employee/Abroad Candidates are exempted from the payment of the Application fee.**
- (3) **In case of any query related to difficulty in payment gateway at the online portal, please write your query through mail addressing to coa@nbri.res.in**

(b). **“NSDL surePay”**: Here you select payment open (Credit Card/Debit Card/UPI/Net Banking/Wattet) for paying application fee.



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(c). **“Credit Card”**: If you select this then open credit card details page after filling card details field then click on Make Payment button option. payment if success then move to back on declaration page. If failure then try again.

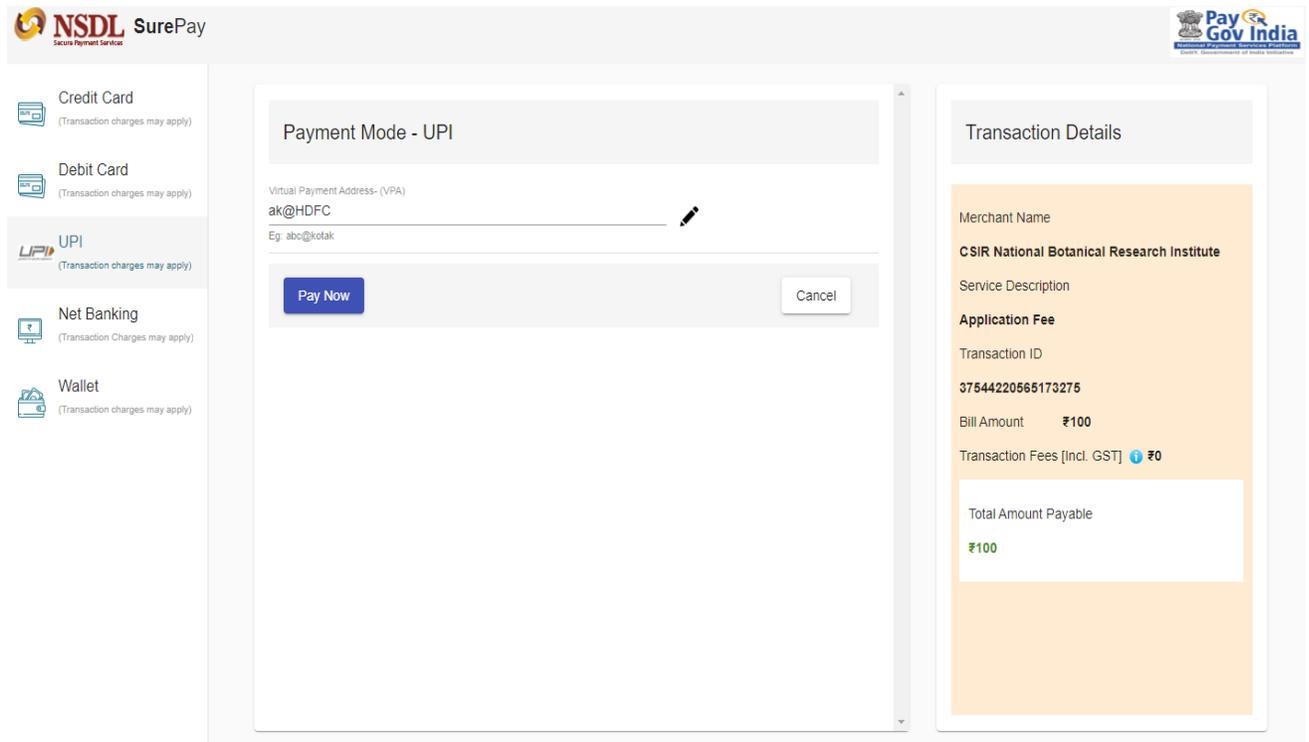
The screenshot shows the NSDL SurePay interface for a Credit Card payment. The left sidebar lists payment methods: Credit Card, Debit Card, UPI, Net Banking, and Wallet. The main content area is titled "Payment Mode - Credit Card" and displays a payment summary for ₹ 100 + Fee. Below this, there is a section for "Add New Card" with fields for Card Number (2212 2555 5585 5555), Expiry (02 / 23), Card Holder's name (AK Kumar), and CVV. A "PAY" button is visible at the bottom. The right sidebar, titled "Transaction Details", shows the Merchant Name as CSIR National Botanical Research Institute, Service Description, Application Fee, Transaction ID (454178553240859804), and Bill Amount (₹100). A note states: "Convenience charge + GST shall be applied for Credit Card transactions".

(d). **“Debit Card”**: Under this option, you can enter your debit card details as per shown below screen. After that click on below shown button **PAY S\$ 1.94**

The screenshot shows the NSDL SurePay interface for a Debit Card payment. The left sidebar lists payment methods: Credit Card, Debit Card, UPI, Net Banking, and Wallet. The main content area is titled "Payment Mode - Debit Card" and displays a payment summary for S\$ 1.94 + Fee. Below this, there is a section for "Add New Card" with fields for Card Number (5555 5252 5055 7455), Expiry (02 / 24), Card Holder's name (Jai Kumar), and CVV. A "PAY S\$ 1.94" button is visible at the bottom. The right sidebar, titled "Transaction Details", shows the Merchant Name as CSIR National Botanical Research Institute, Service Description, Application Fee, Transaction ID (454178553240859804), and Bill Amount (₹100). A note states: "Convenience charge + GST shall be applied for Debit Card transactions".

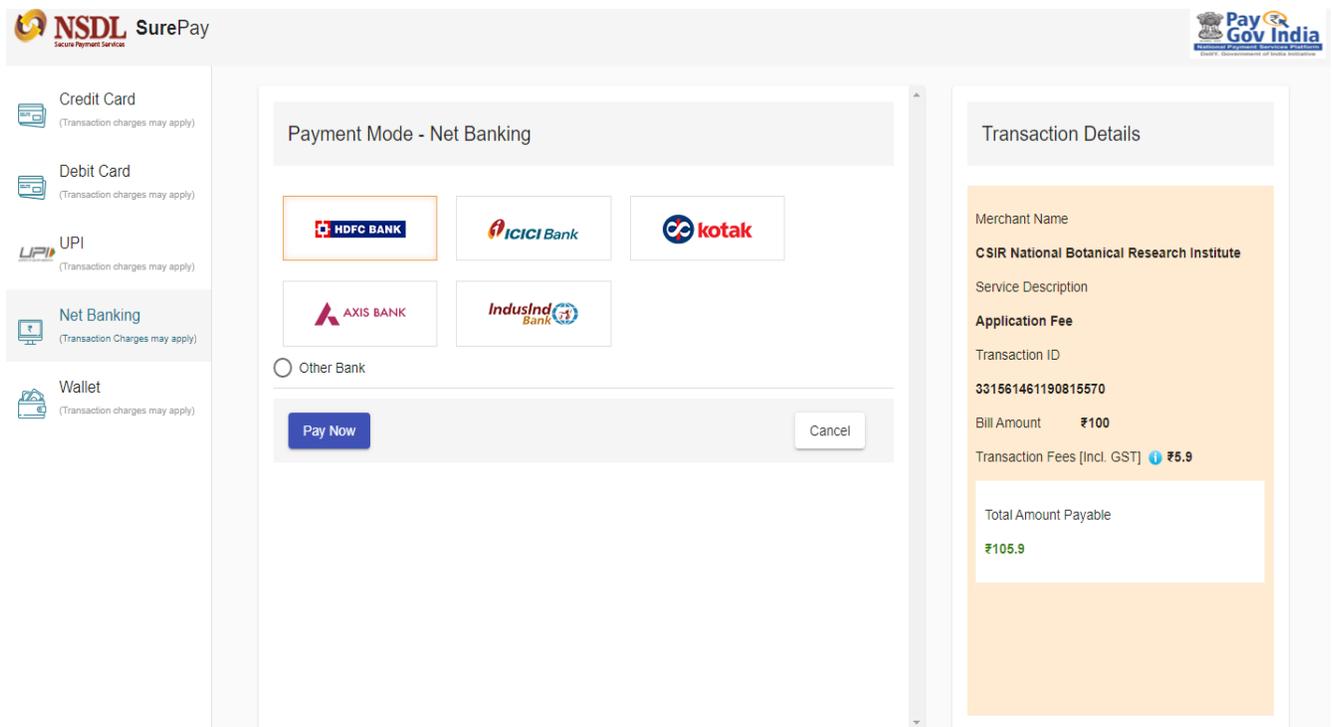
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(e). **“UPI”**: Under this option, you can make a payment using UPI option Select UPI→Enter UPI ID-→Then click PAY Now



The screenshot shows the NSDL SurePay interface for UPI payment. On the left, there is a navigation menu with options: Credit Card, Debit Card, UPI (selected), Net Banking, and Wallet. The main area is titled "Payment Mode - UPI" and contains a form for the Virtual Payment Address (VPA). The VPA field is filled with "ak@HDFC" and has a small edit icon. Below the field are "Pay Now" and "Cancel" buttons. To the right, the "Transaction Details" panel shows the Merchant Name as "CSIR National Botanical Research Institute", Service Description as "Application Fee", Transaction ID as "37544220565173275", Bill Amount as ₹100, and Transaction Fees (Incl. GST) as ₹0. The Total Amount Payable is ₹100.

(f). **“Net Banking”**: Under this option, select your bank then click Pay Now then you move to your net banking login credential page. After login complete your payment if success then move to back on declaration page. If failure then try again.



The screenshot shows the NSDL SurePay interface for Net Banking payment. On the left, the navigation menu has "Net Banking" selected. The main area is titled "Payment Mode - Net Banking" and displays a grid of bank logos: HDFC BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. Below the grid is an "Other Bank" option with a radio button. "Pay Now" and "Cancel" buttons are at the bottom. The "Transaction Details" panel on the right shows the Merchant Name as "CSIR National Botanical Research Institute", Service Description as "Application Fee", Transaction ID as "331561461190815570", Bill Amount as ₹100, and Transaction Fees (Incl. GST) as ₹5.9. The Total Amount Payable is ₹105.9.

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Pay through HDFC Bank NetBanking

Login to NetBanking

Customer ID/ User ID

[Forgot Customer ID](#)

CONTINUE

Dear Customer,
Welcome to the new login page of HDFC Bank NetBanking. Its lighter look and feel is designed to give you the best possible user experience. Please continue to login using your customer ID and password.

 Your security is of utmost importance. [Know More...](#)

(g). **“Wallet”**: you can make a payment using wallet option select Wallet→Choose wallet option→Then click PAY Now button



Payment Mode - Wallet

Other Wallet

Pay Now **Cancel**

Transaction Details

Merchant Name
CSIR National Botanical Research Institute

Service Description
Application Fee

Transaction ID
331561461190815570

Bill Amount **₹100**

Transaction Fees [Incl. GST] **₹1.78**

Total Amount Payable
₹101.78

(h). After completing successful payment disable **“Proceed To Payment”** option and generated your Challan/Transaction ID number as shown below.

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Details of Payment

Adv. No	Post Code	Position applied for	Fee Paid	Challan / Transaction ID Number
02/2021	S-01	Principal Scientist	1	213307972593

[« Previous](#) [Save](#) [Edit/Update](#) [Print Preview](#) [Print](#) [Proceed To Payment](#) [Submit](#)

Submit: On clicking this button the form will be submitted as shown below. If the user pressed “**Yes**” then submit final application if pressed “**No**” then redirected to the same page.

Reprint of original publications
Others (if any)

tes

Once online application is submitted, No further changes can be made. Are you sure you want to submit your application finally?

[Yes](#) [No](#)

Details of Payment

Adv. No	Post Code	Position applied for	Fee Paid	Challan / Transaction ID Number
02/2021	S-01	Principal Scientist	1	213307972593

[« Previous](#) [Save](#) [Edit/Update](#) [Print Preview](#) [Print](#) [Proceed To Payment](#) [Submit](#)

After final submission then pointer move to candidate window as shown below

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[Application Applied](#) [Profile](#) [Change Password](#) [Logout](#)

Advertisement Number	Post Code Applied For	Payment	Amount	Order Id	Area	Submission Date	View Application	Status
1/2021	S-03	N/A	N/A	N/A	Enzymology	04-03-2021 05:25:11	Application	Submitted
1/2021	S-04	N/A	N/A	N/A	Enzymology	04-04-2021 09:28:54	Application	Submitted
1/2021	S-05	N/A	N/A	N/A	Pharmacology/Drug delivery system/Pharmacological formulation development/regulatory issues	03-08-2021 06:57:33	Application	Submitted
02/2021	S-03	N/A	N/A	N/A	Plant physiology/ plant hormones	10-08-2021 07:45:13	Application	Submitted
02/2021	S-01	Success	1	417293113257532741	Bioinformatics	09-11-2021	Edit/Update	Complete
03/2021	S-01	N/A	100	404783051586005004	Plant Transformation/ Tissue Culture	N/A	Edit/Update	Complete
02/2021	S-04	N/A	100	264061101772984973	Enzymology	N/A	Edit/Update	Incomplete
03/2021	S-01	N/A	N/A	N/A	N/A	N/A	Apply	Incomplete

Activate Windows

Profile

The user profile link is located at the top right corner between “Application Applied” and “Change Password” link. Here users update some field’s data.

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Application Applied Profile Change Password Logout

PROFILE

Title Mr.	Mother's Name First name Middle name Last name		
Full Name Kaishav Middle name kumar	Marital Status Single		
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Unmarried		
User Name for Login kaishav567	Religion Other		
Email kaishav@gmail.com	Hindu		
Mobile Number 5155656565	Category OBC		
Father's Name First name Middle name Last name	Upload Certificate  Remove		
	Citizen of India <input checked="" type="radio"/> By birth <input type="radio"/> By domicile		
	Place of Birth Noida Uttar Pradesh		
	Date of Birth as per SSC/10th Certificate 15-04-1991		

Update

Change Password

Here the user can also change his password by clicking the “Change Password” link.

CHANGE PASSWORD

Old Password

New Password

Current Password

Change Password

Forgot Password

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The Forgot Password button will help the user to reset password with a new one.

REGISTER	LOGIN	FORGOT PASSWORD
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Username/Email Id

Forgot Password