HOW TO APPLY ON-LINE

Candidates have to apply only online through the website i.e. https://www.cftri.res.in/ cf`\ **Hdg ##dUHY`"Wf]"Wa** "¨.

No other means/mode of application will be accepted.

(A) Pre-Requisites for applying online:

i. Candidates should have a valid E-mail id which should be kept active till the final selection. This is essential for him/her in getting communication advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder. No change in E-mail id will be entertained during the entire process of the recruitment.

ii. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly. The name of the candidate or his/her father/mother, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets.

(B) Guidelines for Scanning & Uploading the Photograph & Signature and Certificates/Documents:

Before applying online a candidate must possess a scanned image of his/her photograph, signature and other required certificates as per the specifications given below:

(I) Photograph Image:

i. Upload jpeg or jpg file only, **sized less than 50 kb (200 pixels in height and 150 pixels in width).**

ii. Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.

iii. Look straight at the camera with a relaxed face.

iv. If you have to use flash, ensure there is no "red-eye".

v. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

vi. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

Candidate is advised to check that uploaded photograph is clearly visible.

(II) Signature Image:

i. Upload jpeg or jpg file only, **sized less than 50 kb (150 pixels in height and 50 pixels in width).**

ii. The applicant has to sign on white paper in Black ink.

iii. The signature must be signed only by the applicant and not by any other person.

iv. The Applicant's signature obtained on the attendance sheet at the time of the written test/interview should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.

(III) Certificates/ Documents:

i. Scanned Copy for the proof of date of birth: Upload pdf file only, **sized less than 500 kb.**

ii. Scanned Copy of qualifying educational certificates (10th onwards): Upload all certificates each as a separate pdf file only, **sized less than 500 kb**. Upload only the passing certificate or the semester wise mark sheet in a single merged pdf file.

iii. Scanned Copy of present employment certificate: Upload only the current or last employer certificate (in case not employed currently) for which the candidate claims for experience. Upload pdf file only, **sized less than 500 kb.**

(C) Procedure for applying Online:

i. Candidates satisfying the conditions of eligibility are first required to visit our website https://www.cftri.res.in/ or https://patcell.cftri.com

ii. The first step is "Registration". Click Registration tab and proceed for registration with your basic details. On successful registration you will get a User ID and password to your registered email. Candidates are advised to carefully note the allotted User ID and password. You may log in anytime before the closing date of the advertisement to complete the online application form using User ID and password. Click on "Forgot Password" and follow the steps to retrieve lost User ID & Password.

iii. Choose the suitable position to apply and proceed further to fill the mandatory fields.

iv. Candidate should fill the correct information and will be held responsible for any typographical or other errors in data feeding. Later no request will be entertained for correction.

v. Candidate can Login any number of times and fill information in the above mentioned pages. He/She need to save/ update the contents to preserve the filled information.

vi. After filling information candidate can preview and verify the entire application form before finally clicking SUBMIT APPLICATION button.

vii. Please note application form details can't be changed or edited after the final submission. Please ensure that all the details are checked before clicking the OK button.

viii. Upon successful submission of Online Application Form, an "Application No." is generated.

ix. Candidates should keep a copy of the application print-out for their record.

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