



CENTER FOR EXCELLENCE IN NUTRACEUTICALS
(An Institution under, Science & Technology Department, Government of Kerala)
Recruitment to various posts – on contract basis

Guidelines for filling of online application

The Online application has two parts

- **One time Registration**
- **Filling up of Detailed Application form**

Checklist of Soft copy of items that needs to be Uploaded (Make sure u have them handy)

- a) Scanned colour passport size photograph (taken within 6 months from the date of publication of this notification) in JPEG format. (Maximum size 30 KB. Image dimension of the photograph should be in 150 (width)x200 (height)pixels). The photograph should be without cap and spectacles; and both ears should be visible. Application with blurred photograph will be rejected.
- b) Scanned signature in JPEG format (maximum size 30KB. Image dimension of the signature should be in 150 (width) x 100 (height) pixels). Applications with illegible signature will be rejected.
- c) Scanned copy of prescribed Photo Identity proof bearing the Date of Birth (Aadhar Card, Electoral ID Card, Passport, Driving License) in PDF format (Maximum size – 1MB).
- d) Candidates must upload a scanned copy of Graduation certificate and final year consolidated Graduation Mark List (PDF format- maximum size 1MB each for document).
- e) Candidates must upload scanned copy of Post-Graduation certificate and final year consolidated Post Graduation Mark List (PDF format- maximum size 1MB for each document).
- f) Candidates can upload a scanned copy of the PhD certificate, and one page summary of Ph.D. (PDF format-maximum size 1MB each for each document).
- g) Candidates those who are currently working can upload scanned copy of work experience certificate issued by the current employer in PDF format with maximum size of 1 MB.
- h) Candidates can upload scanned copy of research/ academic experience certificates . (PDF format with maximum size-1 MB for each certificate).
- i) Candidates can upload list of publication/patents in PDF format (maximum size of 1 MB).
- j) Candidates can upload details of research project as Principal Investigator/ Co-Principal Investigator, Papers Presented in Conferences or Seminars and Awards/ Achievements/ Membership in Professional bodies as per given format (Candidates are requested to download formats associated with each fields from the Download Format button provided on the right hand side of such fields the word document format may be downloaded, filled up and the PDF version of the same may be uploaded with maximum size of 1MB for each certificate).

Important Notice

Before submission of the online application, candidates must check that they have entered correct details in each field of the form. After submission of the online Application Form, no change/ correction/ modification cannot be made. Requests received in this regard in any form like Post, Fax, Email, by hand, Phone etc. will not be entertained.

Candidates are advised to submit online applications much before the closing date to avoid the possibility of disconnection/ inability or failure to log into the website on account of heavy traffic on the website during the closing days. CoeN will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CoeN.