

File No: ICCS/27/2024-JSC1



**KSCSTE – INSTITUTE FOR CLIMATE CHANGE STUDIES, KOTTAYAM**  
Research organization under Kerala State Council for Science, Technology, and  
Environment – Government of Kerala



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## **Guidelines for filling online application for the Recruitment of Scientist – B**

The Online application ([www.recruit.kscste.kerala.gov.in](http://www.recruit.kscste.kerala.gov.in)) has two parts:

1. One time Registration (followed by logging into the system), and
2. Filling up of Detailed Application form and Final Submission.

### **Documents to be uploaded**

- a. Scanned colour passport size photograph (taken within 6 months from the date of publication of this notification) in JPEG format. Maximum size of the photograph is 30 KB with a dimension of 150 (width) x 200 (height) pixels. The photograph should be without cap and spectacles and the face should be perfectly visible. **Application with blurred photograph will be rejected.**
- b. Scanned signature in JPEG format. Maximum size of the photograph is 30 KB with a dimension of 150 (width) x 100 (height) pixels. **Applications with illegible signature will be rejected.**
- c. Scanned copy of any of the prescribed Photo Identity proof bearing the Date of Birth (Aadhar Card/Electoral ID Card/ Passport/Driving License) in PDF format (Maximum size – 1MB).
- d. The upper age limit mentioned in the notification (38 years) is inclusive of the age relaxation prescribed for the OBC category as per government norms. **Candidates must upload a valid certificate to prove caste/community in the prescribed format to support their claim.** The Scanned document must be in PDF format (maximum size 1MB).
- e. Candidates must upload a scanned copy of Graduation certificate and final year consolidated Graduation Mark List (PDF format- maximum size 1MB each for document).
- f. 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).

- g. Candidates must upload a scanned copy of the PhD certificate, and one page summary of Ph.D. (PDF format - maximum size 1 MB for each document). **[If applicable]**
- h. Candidates those who are currently working with Government organizations can upload scanned copy of the NOC issued by the current employer (PDF format with maximum size of 1 MB).
- i. Candidates can upload scanned copy of research/academic experience certificates and post-doctoral experience certificates (PDF format with maximum size 1 MB for each certificate).
- j. Candidates may download the document template for list of publications/patents from the right-hand side of that section and fill up as single PDF to be uploaded into the system (maximum size of 1 MB).
- k. Candidates may download the document template for filling up the details of research project as Principal Investigator/ Co-Principal Investigator from the right-hand side of that section and can upload the filled template containing the details of research project as Principal Investigator/ Co-Principal Investigator, along with proof as a single PDF file (maximum size of 3 MB).
- l. Candidates may download the document template for filling up the details of papers presented in conferences or seminars from the right-hand side of that section and can upload the filled template containing the details of papers presented in conferences or seminars along with proof as a single PDF file (maximum size of 3 MB).
- m. Candidates may download the document template for filling up the details of Awards/ Achievements/ Membership in Professional bodies etc. from the right-hand side of that section and can upload the filled template containing the details of Awards/ Achievements/ Membership in Professional bodies etc. along with proof as a single PDF file (maximum size of 3MB).

### **Important Notice**

- Before submission of the online application, candidates must check whether they have entered the details correctly in each of the field in the online form. After submission of the online Application Form, no change/ correction/ modification will be allowed under any circumstances. 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 as early as possible much before the closing date and should not to wait till the last date to avoid the possibility of disconnection/ inability or failure to log into the website on account of heavy load on the server during the closing days.

- KSCSTE-ICCS 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 ICCS.