

# ***SAHA INSTITUTE OF NUCLEAR PHYSICS***

## **KOLKATA**

### **GUIDELINES FOR FILLING UP THE ONLINE APPLICATION FORM**

#### **READ THE INSTRUCTION CAREFULLY BEFORE PROCEEDING THE ONLINE APPLICATION**

1. Candidates can apply, online from **08.11.2018 (11.30 AM) to 20.12.2018 (upto 3 PM)**. No other mode of application will be considered. Kindly read the advertisement carefully before applying.
2. The fields marked with (\*) are mandatory. These must be filled.
3. To be Uploaded (Keep it ready before on-line form fill-up)
  - (i) Scanned Photograph,
  - (ii) Scanned signature,
  - (iii) Demand Draft (if applicable).
4. After submitting the application note your application number and take a print out of the application form. You must send the signed hard copy with the requisite documents and the Demand Draft (if applicable) of the same by post. Non-receipt of the hardcopy along with requisite documents and the Demand Draft (if applicable), if any will disqualify your candidature and no correspondence will be entertained on this issue.
5. Please forward the DD alongwith Print out of the online application duly ink signed with **blue ink** within **31<sup>st</sup> December, 2018**. While sending the Print out of the application form alongwith the prerequisite documents and the Demand Draft (if applicable), please write the application number, name of the applicant and post applied at the back of the DD.
6. Candidate must have a Valid E-mail ID and Mobile number while applying online Application.
7. The name of the candidate or his/her father/guardian etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
8. Address should be as per Aadhaar/EPIC etc. which may be verified later on.
9. DOB should same as on School Leaving Certificate which may be verified later on.
10. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.
11. **No interim queries will be entertained over phone.** For any technical query regarding online submission of application form, please mail to **rectt.adm@saha.ac.in** (***with the screenshot of the error***) clearly indicating valid mobile number where the applicant can be contacted, if required. No HR related query like experience, qualification, eligibility will be answered through this mail-id.

**12. Multiple applications for the post of LDC may be summarily rejected.**

## **PHOTO AND SIGNATURE**

Scanned Photo and Signature must be kept in Required Format & Size, as per the details given below.

### **Instructions for photo & signature appearance :**

#### Photo Guide:

- Recent Color Passport sized Photo on a light background
- Photograph size should be Max. 40KB(JPG only)
- Face and eyes should be clearly visible. If you wear glasses ensure that there is no glare on them.
- No head-wear except for Religious headgear is allowed

#### Signature Guide:

- Signature in all CAPITAL is not allowed.
- Signature should be on a White Paper with Black Ink
- Signature image size to be not more than 40 KB(JPG only)

Signature should be such which matches the candidate's own signature that he/she might have to sign on the answer script during exams. If the signatures on Admit Card and Answer Script at the time do not match, the candidate will be disqualified from the exams.

### **Self attested documents to be submitted in support of the following:**

- Age
- Educational qualification (which is/are essential)
- Experience Certificate, if any
- SC/ST/OBC/PWD/Ex-serviceman certificate(s). Non Creamy Layer Certificate for OBC candidate as per extant GOI orders.
- No Objection Certificate from previous employer, if applicable.

[ PLEASE DO NOT SUBMIT ANY EXTRA DOCUMENTS ]

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