AGRICULTURAL SCIENTISTS RECRUITMENT

BOARD (ASRB)

Indian Council of Agricultural Research (ICAR)

Department of Agricultural Research and Education,

Ministry of Agriculture, Government of India

Direct Recruitment Examination – 2016 for the post of LDC at ICAR

Institutes

IMPORTANT INSTRUCTIONS TO THE APPLICANTS FOR FILLING ONLINE APPLICATION

i. Applicants are required to apply online using the application form link available on the website: **http://www.asrb.org.in** and **http://www.icar.org.in** only. No other mode of application is allowed.

Applicants are hereby informed that the details they provide in the Online Application Form will be used for all future references. No modifications in the details after final submission of online applications is allowed. Hence, they are advised to be very careful while filing the Application Form. They are, therefore, requested to thoroughly read this notification carefully before filling the online Application Form.

ii. Applicants are required to complete the Application Form by filling all the parts for which they will be guided in the course of filling the Application Form.

iii. Applicants are required to keep ready the following relevant details /information / documents:

   a. Name (as recorded in Secondary level Examination certificate)
   b. Father's name (as recorded in the Secondary level Examination certificate)
   c. Complete Address for Correspondence
   d. Complete Permanent Address
   e. Matriculation (or) Equivalent Certificate
   f. Name of the Institutes of ICAR where he/she has already applied for the post of LDC
   g. Scanned copy of recent passport size photograph taken against white background only of a

maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles. (An image can be saved in .jpg format using the MS Paint application)

h. Scanned copy of signatures taken in Black ink on a white paper only in .jpg format only. (An image can be saved in .jpg format using the MS Paint application)

i. Valid and active e-mail id.

IV. The registration session would automatically expire if it is left unattended/ inactive for more than 20 (twenty) minutes and applicants may have to register once again.

v. The applicants are required to enter their valid and active e-mail id only in the Application Form since all communication/information/update(s) for this LDC Examination would be sent to this mail id only. In case, they do not have a mail id, they may obtain one from any of the e mail service providers of the applicants choice. Please note that entry of the e-mail id in the prescribed field in the Application Form is mandatory/ compulsory. Only one application can be submitted with one e-mail.

In case, for whatever reasons, the applicants wish to fill another online Form, they will have to use another e-mail id, since an e-mail id once registered in our database cannot be used for another Form, even if the Name, Date of Birth, etc., fields are the same.

vi. Please keep ready all relevant information towards Online Application Form for successfully completing the Application process.

a. Please keep the scanned copy of his/her recent passport size photograph (taken against white background only of a maximum size of 150 KB in .jpg format only (with the face covering at least 2/3rd of the total space for easy identification) and Scanned copy of his/her Signature (taken in black ink only on white paper) of a maximum size of 80 KB in .jpg format only for uploading during the process of Application Form Submission. (an Image can be saved in .jpg format using the MS Paint application)

The applicants may please note that they should use only clear scanned copies (and not blurred or hazy) since he/she application form may not be considered if these are not clear. The photograph and signature would be used to be put on the Admission Certificate. The scanned

photograph and signature must be uploaded in .jpg format only. These would be required to be uploaded using the links that will be guided to in the course of Applying. The applicants may browse and select the location where the scanned photograph/ signature file has been saved, select it and click the upload button. Once uploaded, a message informing about the successful uploading of the Photograph/ signature, as the case may be, will be displayed. In case, applicants want to use another photograph/signature (i.e., use any other photograph/ signature), then they may select the edit button on the link and repeat the same process as before. Applicants are advised to view the uploaded photograph and signature and ensure that they are clearly visible in the absence of which their application may not be considered.

Their online Application Form will not be submitted unless they have successfully uploaded their photograph and signature.

vii. Applicants are informed that there are provisions for editing at many stages. Once the complete process of filling up the information in the Application Form and the Photograph and Signature is completed, the applicants can view the entire Application Form together with the photograph and signature and can still edit at this point to make / incorporate any change/ editing in any field of the Application Form.

viii. The online Application process will be open from 09:00 Hrs of 28.07.2017 to 17:00 Hrs of 17.08.2017 after which the link will automatically get disabled. It is, therefore advised that applicants may submit their applications well in advance without waiting for the last date of Application for submission.

ix. The applicants are advised to regularly check the e mail provided in the Application Form for update(s)/ information/ communication with regard to the LDC Examination. They must check the spam/junk /inbox folders also of the mailbox.

x. Once the uploading photograph and signature is successfully made, a message informing the successful submission of their Application Form will be sent to his/her E-mail and registered mobile number, if any. In case, this does not appear, the process needs to be repeated, since it signifies/implies that his/her Application Form has not been successfully uploaded/ submitted.

xi. Applicants are strongly advised to keep a print or soft copy of the completed Application Form for any future reference.

xii. Please note that mere successful submission of the Application Form and/or Admission Certificate issuance does not automatically ensure admission to the Examination. If on verification at any later stage, it is found that they do not fulfill all eligibility conditions/wrong/incorrect/misleading/false information has been given either intentionally or otherwise/ error of omission or commission, their candidature will be cancelled / rejected and fee paid for examination will be forfeited and any action as deemed fit by the Board shall be taken in this regard.

xiii. In case of any difficulty, please e-mail to ldc2016@asrb.org.in or call: 011-25848172 / 011-25840251 / 011-25843907 during 0930 Hrs to 1700 Hrs (Monday to Friday, except Gazetted Holiday(s)) .