



KSCSTE-INSTITUTE FOR CLIMATE CHANGE STUDIES (ICCS)

(An Institution of Kerala State Council for Science,
Technology and Environment)

Deepthi Nagar, Kanjikuzhi, Kottayam – 686004, Kerala, India

Email: iccskerala@gmail.com

Website: www.iccs.kerala.gov.in

Guidelines for filling online application for the Recruitment of Scientists

The Online application (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

After one time registration, the candidate must submit separate applications for each posts in the online system, by selecting the appropriate post codes listed in the software (if one wishes to apply for multiple posts). An application submitted for a particular post CODE will not be considered for evaluation in any other codes.

Documents to be Uploaded

- a. Scanned color 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 the face should be perfectly 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 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. Candidates seeking reservation benefits under SC/ST/OBC must ensure that their age falls within the permissible range of relaxation prescribed in the notification issued for the post. They should also be in possession of valid certificates to prove caste/community certificates in the prescribed format to support the 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 1MB each 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 certificates).**
- j. Candidates upload the details of publications made / patents filed/awarded etc in PDF format and may be uploaded into the system **(maximum size of 1 MB).**
- k. Candidates may download the document template from the right hand side of each of such fields and Candidates can upload the filled up template containing the details of research project as Principal Investigator/ Co-Principal Investigator, **along with proof** as a single PDF file **(maximum size of 3MB).**
- l. Candidates may download the document template from the right hand side of each of such fields and Candidates can upload the filled up template containing the details of Papers Presented in Conferences or Seminars **along with proof** as a single PDF file **(maximum size of 3MB).**
- m. Candidates may download the document template from the right hand side of each of such fields and Candidates can upload the filled up template containing 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 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.