

Online Application Portal for Recruitment

1. Candidates who possess the requisite qualifications for the various posts mentioned in the notification may apply accordingly, based on the posts listed in the advertisement.
2. Before applying online, candidates are advised to carefully go through the detailed notification available on our website.
3. Prior to applying online, candidates must keep the following documents ready for uploading on the application portal:

List of Documents to Be Uploaded (Post-wise):

(1) For Scientific Assistant:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- 12th Certificate (1 MB | PDF format)
- B.Sc. Certificate (1 MB | PDF format)
- Experience Certificates (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a Government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

(2) For Engineering Assistant:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- Diploma Certificate (1 MB | PDF format)
- Experience Certificates (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a Government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

(3) For Technician Grade I:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- ITI Trade Certificate (1 MB | PDF format)
- Experience Certificates – if any (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

(4) For Junior Hindi Translator:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- 12th Certificate (1 MB | PDF format)

- Bachelor's Degree Certificate (1 MB | PDF format)
- Experience Certificates – if any (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a Government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

(5) For Assistant Grade II:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- 12th Certificate (1 MB | PDF format)
- Bachelor's Degree Certificate (1 MB | PDF format)
- Basic Computer Course (BCC) Certificate from NIELIT (1 MB | PDF format)
- Experience Certificates – if any (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a Government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

(6) For Assistant Librarian:

- Recent Passport Size Photograph (100 KB | JPG format)
- Signature (100 KB | JPG format)
- Matriculation / 10th Pass Certificate (1 MB | PDF format)
- 12th Certificate (1 MB | PDF format)
- Bachelor's Degree Certificate (1 MB | PDF format)
- Experience Certificates – if any (1 MB | PDF format)
- No Objection Certificate (NOC) – if currently employed in a Government organization (1 MB | PDF format)
- Category/Caste Certificate (1 MB | PDF format)
- PwD Certificate – if applicable (1 MB | PDF format)
- Ex-servicemen ID Card / Discharge Book – if applicable (1 MB | PDF format)

4. In case applicants require any assistance while filling out the application form, they may email: support@onlineapplication.org.in or contact +91 7982577930 for support.

5. Before final submission, applicants are advised to ensure that the correct documents are being uploaded. This can be verified by clicking on the uploaded document link, which will either open in a new window or be downloaded for review.

Instructions for Submission of Application

1. On the homepage, click the "New Registration" button.
2. Select the post you wish to apply for. Then, fill in your Name (as mentioned in your ID proof), Category, Date of Birth, Mobile Number, and Email Address.
3. An OTP will be sent to your registered email ID. Once received, enter the OTP and verify it.
4. Create a password and click Continue.

5. After this, you will receive an email containing your applied post, registration number, and the password you created.
6. Return to the homepage and click on the "Already Registered? To Login" button.
7. Enter your registration number and password received via email.
8. Once logged in, your account dashboard will open. On the left side, your registration number and applied post will be displayed. Below that, all 7 application steps will be listed, each marked with a green tick indicating your current step and the remaining steps. At the top-right corner, you'll find the Home and Logout buttons.
9. Upon re-login, you will need to fill in the following details:
 - Father's/Husband's Name
 - Mother's Name
 - Aadhar Card Number
 - Gender
 - PWD (Persons with Disability) details
 - Ex-Serviceman details
 - CPRI Employee details
 - Marital Status
 - Preferred Examination City
10. Click Save and Continue to proceed to Step 3, where you will be asked to enter your Communication Details.
11. In Step 4, you must provide your Educational Qualifications as per the post you are applying for. If the advertisement asks for experience, you must also fill in your Experience Details.
12. Step 5 : Upload the required documents based on the post you have applied for. Ensure you tick the declaration checkbox before proceeding to the application fee payment.

Note: Application fees are applicable only for candidates belonging to the UR/OBC/EWS categories. Candidates from SC/ST/Female/ESM/PwD (40% and above) categories are exempted from the payment.
13. Step 6: In the final step, preview your application form and carefully verify all the details provided. Please note that once the application is submitted, no changes can be made. After confirming the accuracy of your information, submit the final application.

You will receive a confirmation email upon successful submission.