a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,

b) Date of Birth, with older candidate placed higher,

c) Candidate acquiring Essential degree earlier placed higher,

d) Alphabetical order in which first names of the candidates appear.

6. How to Apply:

a. Eligible candidates are required to apply **ONLINE through the website www.immt.res.in** (**No other mode of application** will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT (**http://recruitment.immt.res.in/permanent/)** as per schedule mentioned.

b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

c. Candidates are required to submit only one online application for the above post code. They should avoid applying multiple applications. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible Scrutiny of application will be done only on the basis of last submitted application. No request to consider any other application will be entertained.

d. Candidates are required to choose option for Proficiency test in Computer Typing either in English or Hindi. If no option exercised, typing in English will be taken as his/her option. Simultaneously, if a candidate exercise both the options for typing, English will be taken as his/her option. No representation for change of option will be entertained at any stage of recruitment.

e. Candidates are required to upload his/her recent passport size **scanned photograph and signature (Only JPG/JPEG with size less than 50 KB)** at the specified place in the online application and preserve 04 identical copies of color photograph for submission at this office as and when asked.

f. **Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (https://www.onlinesbi.sbi/sbicollect) then click-**

> Type of Corporate / Institution = Govt. Department
> State of Corporate / Institution = Odisha
> Govt. Department Name = I M M T
> Purpose of Payment = Application fee
> Related Department = Administration
> Budget head = <R06713>
> Remarks = Mention Post Code

g. Candidates are to furnish the E-receipt of SB Collect Reference No. _____, date ___ amount ₹**500/-** while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. However, application fee exempted applicants (SC/ST/PwBD/Women/Ex-Servicemen) are required to mention 00 application fee at the space provided while submission.

h. After submission of ONLINE application, candidates are requested to download the application and keep the same with them as the facility of downloading of application will not be available after the last date. **Candidates should mandatorily preserve hard copy of the application alongwith proof of application fee, its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of IMMT. Candidates are requested not to send or post the hard copy of the application to IMMT but keep the same with them.**

i. **Candidates are required to bring the hard copy of application alongwith its enclosures, a color passport size photograph and proof of payment of application fee with them at the time of Proficiency in Computer Typing Test/Written Test/Document verification/whenever asked for, failing which their candidature will be rejected.**

j. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute & upload the conversion formula certificate from the appropriate authority from the Institute/University in this regard.

k. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

l. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.

m. Applications from employees of Government Departments will be considered only if they have uploaded No Objection Certificate from the employer failing which they will not be allowed to take any test.

n. Call letters for written test/typing test will be sent through any one mode out of speed post/ registered post/ courier/ e-mail or may be downloaded from IMMT website **www.immt.res.in**, as and when notified. In case of downloading of call letters, no hardcopy will be dispatched by post.

o. The details of screened/scrutinized candidates to be called for Proficiency test in Computer Typing/ Written test, date of test, change of date of test, venue, selection, result, cancellation post, or advertising extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website **www.immt.res.in** for latest updates**.**

p. No inquiry regarding schedule of test, venue, issue of call letter, change of threshold marks, change of exam centre and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.

q. The candidature is provisional and subject to verification of original documents, payment of application fee where applicable and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

r. The Director, CSIR-IMMT, Bhubaneswar reserves to itself the right to relax any of the above provisions, if required or the right not to fill up any or all the posts. **The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters will be final and binding on candidates** and no representation in this regard will be entertained.

s. Candidates submitting incomplete application, application without application fee, educational documents (10+2/XII or its equivalent pass certificate), proof of qualification will be summarily rejected. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.

t. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

7. **Candidates are required to upload the following documents in a merged single PDF file (less than 05 MB) in following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:**

   a) **Date of Birth Certificate/10th /SSC Certificate as DoB proof. (Mandatory)**
   b) **SSC/10th certificate & Mark sheet (Mandatory)**
   c) **10+2/XII or its equivalent pass certificate & Mark sheet (Mandatory)**
   d) SB Collect Receipt of ₹500/- as application fee, non-refundable, (**Mandatory, where applicable**.)
   e) Valid Caste/Category/Tribe/community/EWS/PwBD certificate, in the prescribed Govt. of India format signed by the specified authority, **(Mandatory for candidates, applying for reserved posts and claiming any type of relaxation viz. age relaxation, fee exemption etc. wherever applicable, failing which candidature will be cancelled).**
   f) Valid document for Identification (Aadhar Card/PAN Card/ Voter ID Card etc.)