



CSIR – Central Salt & Marine Chemicals Research Institute
Gijubhai Badheka Marg, Bhavnagar – 364 002 (Gujarat)
(www.csmcri.res.in)

RECRUITMENT FOR THE POSITIONS OF DIFFERENT NON-TECHNICAL POSTS AGAINST
ADVERTISEMENT NO. 1/2025

STEPS FOR ONLINE APPLICATION

1. Registration & Login

2. Primary Details

3. Selection of Post Code

4. Education and Employment Details

5. Certificate uploading/Other details

6. Other Details & Fee Payment (if applicable)

7. Print/View

DASHBOARD VIEW

The screenshot shows the CSIR-CSMCRI dashboard. On the left, there is a navigation menu with 'Dashboard', 'Register', and 'Login'. The main content area features the CSIR-CSMCRI logo and name, along with the address: CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE, GIJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT), and the website URL www.csmcri.res.in. Below this, there is a section for 'Advertisement No. 01-2025' with three key dates: 'Commencement of Online Application' on 06-03-2025 (10:00 AM) (Thursday), 'Last date of submission of Online Application' on 31-03-2025 (06:00 PM) (Monday), and a 'Click Here' link for more details. At the bottom, there is a 'Details' table with columns for 'Name of Positions', 'Number of Positions', 'Pay Level in Pay Matrix as per 7th CPC', and 'Upper age limit not exceeding (as on last date of receipt of applications)'.

Step 1:- Registration & Login

- Click on Registration as shown below.

This screenshot is identical to the one above, but with a red rectangular box around the 'Register' button in the left-hand navigation menu. A red arrow points from the right towards the 'Register' button, indicating the first step in the registration process.

- Fill the requisite details and complete the registration.

Registration

https://devapps.ngri.res.in/CSMCRI_2025/register.jsp

CSIR-CSMCRI

Dashboard

Register

Login

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www.csmcri.res.in

25 Years of
1990-2015

New Registration

Email Id

@ Email ID

Password

Password

Confirm Password

Confirm Password

Register

Already have account? [Click Here](#)

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- Login with the same registered Email ID.

login

https://devapps.ngri.res.in/CSMCRI_2025/register

CSIR-CSMCRI

Dashboard

Register

Login

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25 Years of
1990-2015

Registration Success and You may login below now

Login to Your Account

Email Id

@ Email ID

Password

Password

Login

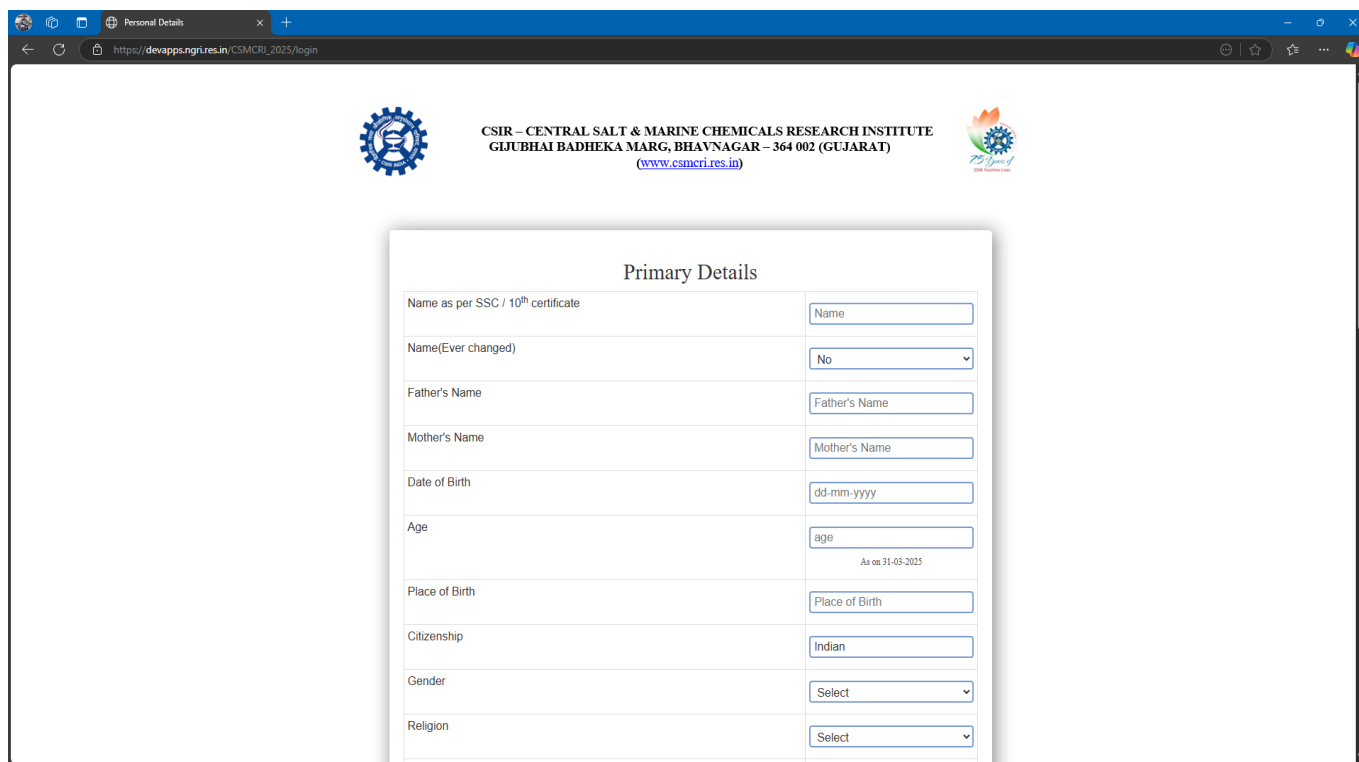
Don't have account? [Create an account](#)

Reset Password? [Click Here](#)

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Step 2:- Primary Details

- After login you will be redirect to the primary details. Fill the requisite details and submit. (Note – please fill the details carefully)

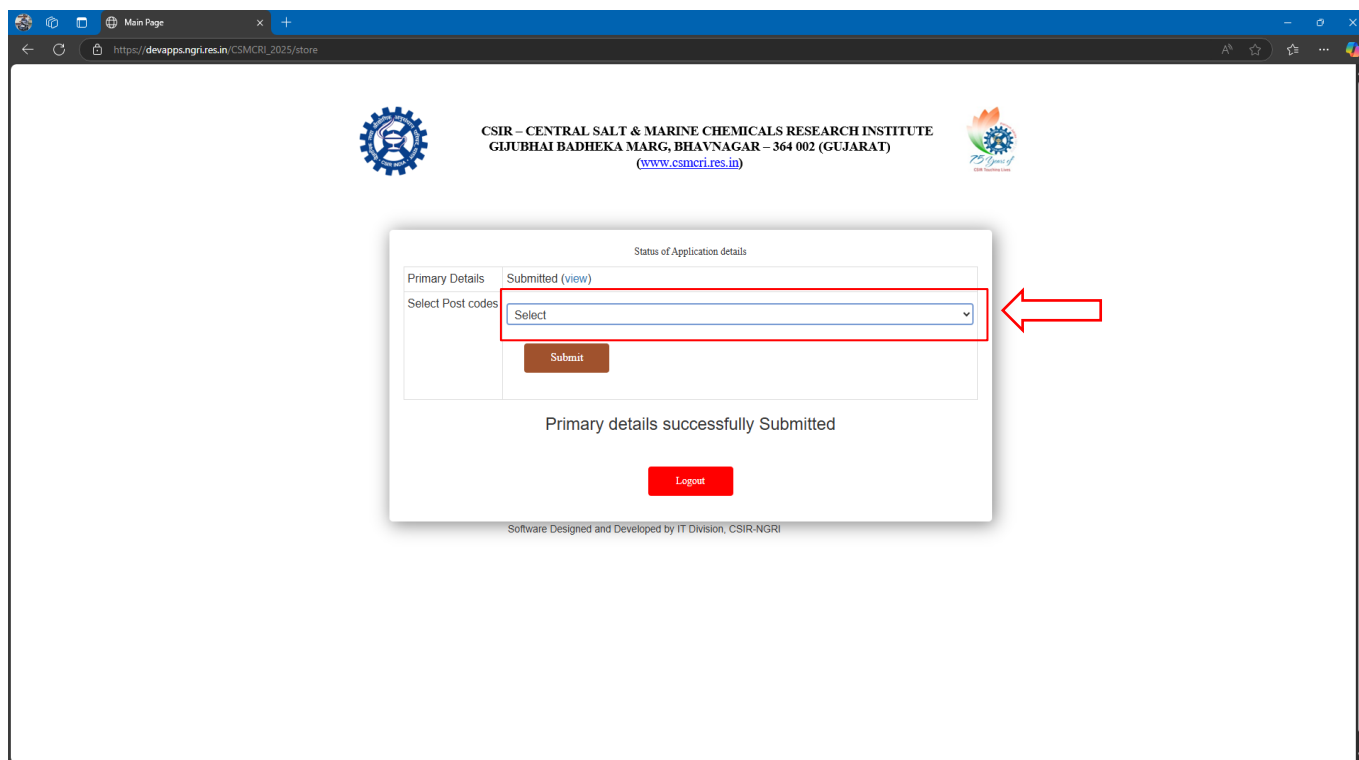


The screenshot shows a web browser window with the URL https://devapps.ngri.res.in/CSMCRI_2025/login. The page header includes the CSIR logo, the text "CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE, GJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT)", and the website www.csmeri.res.in. The main content is a form titled "Primary Details" with the following fields:

Name as per SSC / 10 th certificate	<input type="text" value="Name"/>
Name(Ever changed)	<input type="text" value="No"/>
Father's Name	<input type="text" value="Father's Name"/>
Mother's Name	<input type="text" value="Mother's Name"/>
Date of Birth	<input type="text" value="dd-mm-yyyy"/>
Age	<input type="text" value="age"/> <small>As on 31-03-2025</small>
Place of Birth	<input type="text" value="Place of Birth"/>
Citizenship	<input type="text" value="Indian"/>
Gender	<input type="text" value="Select"/>
Religion	<input type="text" value="Select"/>

Step – 3:- Selection of Post Code

- Click on Select Post Codes as shown below.



The screenshot shows a web browser window with the URL https://devapps.ngri.res.in/CSMCRI_2025/store. The page header is identical to the previous screenshot. The main content is a form titled "Status of Application details" with the following fields:

Primary Details	<input type="text" value="Submitted (view)"/>
Select Post codes	<input type="text" value="Select"/>
<input type="button" value="Submit"/>	

Below the form, the text "Primary details successfully Submitted" is displayed, along with a red "Logout" button. A red arrow points to the "Select" dropdown menu in the "Select Post codes" field.

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- Select the post code and submit.

The screenshot shows a web browser window with the URL https://devapps.ngri.res.in/CSMCRI_2025/store. The page header includes the CSIR logo, the text "CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE GIJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT)", and the website www.csmeri.res.in. The main content area displays a "Status of Application details" form. The "Primary Details" field is set to "Submitted (view)". The "Select Post codes" dropdown menu is open, showing a list of job positions: Security Officer(Unreserved), Junior Hindi Translator(Unreserved), Junior Stenographer(Unreserved), Junior Stenographer(OBC), Junior Stenographer(EWS), Junior Stenographer(ST), Junior Secretariat Assistant (General)(Unreserved), Junior Secretariat Assistant (General)(ST), Junior Secretariat Assistant (General)(OBC), Junior Secretariat Assistant (Finance & Accounts)(Unreserved), Junior Secretariat Assistant (Finance & Accounts)(ST), Junior Secretariat Assistant (Stores & Purchase) (OBC), and Junior Secretariat Assistant (Stores & Purchase)(SC).

The screenshot shows the same web browser window after the application has been successfully submitted. The "Select Post codes" dropdown menu now displays "Junior Secretariat Assistant (General)(Unreserved)". A "Submit" button is visible below the dropdown. Below the form, the text "Primary details successfully Submitted" is displayed. At the bottom of the form, there is a red "Logout" button. The footer of the page reads "Software Designed and Developed by IT Division, CSIR-NGRI".

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Status of Application details

Primary Details Submitted (view)

Select Post codes

Educational and Employment details [Click here](#)

Certificates upload/other details [Click here](#)

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
[REDACTED]	Junior Secretariat Assistant (General) (Unreserved)	Click Here	Click Here	---

Successfully Submitted Postcode(s)

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- If, you want to apply against multiple posts, do the same process and submit.

Step – 4:- Educational and Employment Details

- Click as shown below.

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Status of Application details

Primary Details Submitted (view)

Select Post codes

Educational and Employment details [Click here](#)

Certificates upload/other details [Click here](#)

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
[REDACTED]	Junior Secretariat Assistant (General) (Unreserved)	Click Here	Click Here	---

Successfully Submitted Postcode(s)

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- Fill the requisite details in Educational Qualification & Employment/Experience and submit.

Scientist Educational/Employee | x +
 https://devapps.ngri.res.in/CSMCRI_2025/educ.jsp

EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Discipline/Stream	Subjects Studied/ Thesis Topic	% of Marks CGPA/ SGPA must be converted into percentages	Date of Passing(DD-MM-YYYY)	Remarks (1st Class, 2nd Class, 1st Class with Distinction, University top etc)	Mode of study
1	10/SSC	Select				dd-mm-yyy		select
2	12th/Intermediate	Select				dd-mm-yyy		select
3	Diploma					dd-mm-yyy		select
4	Degree					dd-mm-yyy		select
5	PG					dd-mm-yyy		select
6						dd-mm-yyy		select

[Add Row](#)

EMPLOYMENT/EXPERIENCE

to be filled in the chronological order from earlier to latest
 In case of still working, enter application closing date 31-03-2025


Type of the Organization	Name of the Organization	Position Held	Period of Service	Broad area of work / research	Last
			From	To	

[Add Row](#)

The above gives experience details are true.

[Submit](#)
[Logout](#)
[Main](#)

Main Page | x +
 https://devapps.ngri.res.in/CSMCRI_2025/educ



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Status of Application details

Primary Details		Submitted (view)		
Select Post codes		Select		
		Submit		
Educational and Employment details		Submitted		
Certificates upload/other details		Click here		
Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
250300065P7	Junior Secretariat Assistant (General) (Unreserved)	Click Here	Click Here	---

Education & Employee details successfully Submitted

[Logout](#)

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Step – 5:- Certificates upload/other details

- Click as shown below.

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(www.csircr.res.in)

Status of Application details

Primary Details	Submitted (view)			
Select Post codes	Select			
<input type="button" value="Submit"/>				
Educational and Employment details	Submitted			
Certificates upload/other details	Click here			
Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
	Junior Secretariat Assistant (General) (Unreserved)	Click Here	Click Here	---

Education & Employee details successfully Submitted

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- Upload the certificate as a single PDF file (not more than 25 MB) and submit.

Certificates upload

Please add your recent passport photograph check the space before submitting.
 No file chosen

PHOTO Maximum Size should be 80 KB

No file chosen

SIGNATURE Maximum Size should be 50 KB

No file chosen

Upload Certificates: (as a single PDF file not more than 25 MB)

Certificates to be uploaded (in the order of whichever is applicable)

- 01) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if not mentioned in Secondary or Senior Secondary School Certificate)
- 02) 10th/SSC Marksheet
- 03) 12th/HSC Marksheet
- 04) Other Essential Education/Qualification Certificate/Diploma Marksheet & Degree certificate, as the case may be
- 05) Valid Experience certificate(s), (if any)
- 06) Ex-serviceman full Discharge book & valid Ex-Servicemen Certificate, (if applicable)
- 07) NOC and Vigilance Clearance Certificate from the present Employer, (if applicable)
- 08) Caste/Category Certificate, EWS certificate, PwBD certificate and other applicable certificates in the prescribed Government of India format signed by the specified authority, (if applicable)
- 09) Any other document in support of the claim made in the application, as applicable.

NOTE for the Candidate:
The documents/ certificates uploaded must be legible.
Applications without the required document(s) will be considered as incomplete will be summarily rejected.
Candidates will be asked to bring the documents in original along with the self-attested photocopies at an appropriate time.
The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ seminar/ Interview/ test will be final and binding on the candidates.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR-NIO, regarding process for recruitment shall be final and binding.

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Status of Application details

Primary Details Submitted (view)

Select Post codes

Educational and Employment details Submitted

Certificates upload/other details Submitted

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
250300065P7	Junior Secretariat Assistant (General) (Unreserved)	Click Here	Click Here	---

upload certificates/other details successfully Submitted

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Step – 6:- Fee Payment (if applicable)

- Click as shown below (For multiple posts, candidate is required to do payment for all the selected posts.)

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(www.csmeri.res.in)

Status of Application details

Primary Details Submitted (view)

Select Post codes

Educational and Employment details Submitted

Certificates upload/other details Submitted

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
[Redacted]	Junior Secretariat Assistant (General) (Unreserved)	Click Here		---

upload certificates/other details successfully Submitted

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- After click on the link you will be redirected to the SB Collect Page. Please follow the procedure as shown in the dashboard i.e. Fee Payment Procedures Steps.
- After completion of Payment through SB Collect, the candidates are requested to keep the transaction details of application fee i.e. 1) UTR/Transaction number & 2) Transaction Date.

- Also, candidates are requested to download the payment receipt for uploading same in online application.
- After completion of payment click as shown below.

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(www.csmeri.res.in)

Status of Application details

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
		Click Here	Click Here	

upload certificates/other details successfully Submitted

Logout

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- After clicking on the “Other details & Payment details (if applicable)” you will redirect the next page as shown below.

Other details for Post Code: **Junior Secretariat Assistant (General) (Unreserved)**

Any Remarks (if no remarks, mention NA)

Total word Count : 0 words. Words left : 500

Medium of Typing Test:

Application Fee Details

UTR Number/ Transaction Number:

Transaction Date:

Upload Payment receipt: No file chosen

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action can be initiated against me.

Submit Logout Main

- Write remarks (if any).
- Choose Medium of Typing Test (only for Junior Secretariat Assistant posts) OR Medium of Proficiency Test (only for Junior Stenographer posts).
- Fill the requisite details in Application Fee Details and upload the payment receipt.

- After uploading the payment receipt, click on the on submit for final submission of application.

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Status of Application details

Primary Details Submitted (view)

Select Post codes

Select

Submit

Educational and Employment details Submitted

Certificates upload/other details Submitted

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
[REDACTED]	Junior Secretariat Assistant (General) (Unreserved)	Done	Submitted	Print/View

submitted data for Other details & Payment details (if applicable)

Logout

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Step – 7:- Print/View

- After final submission of application you can print/view of your submitted application as shown below.

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www.csmeri.res.in

Status of Application details

Primary Details Submitted (view)

Select Post codes

Select

Submit

Educational and Employment details Submitted

Certificates upload/other details Submitted

Registration Id	Post Code(s)	Online Payment link	Other details & Payment details (if applicable)	Print/View
[REDACTED]	Junior Secretariat Assistant (General) (Unreserved)	Done	Submitted	Print/View

submitted data for Other details & Payment details (if applicable)

Logout

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Registration ID: [REDACTED]
 Random Key(Office Purpose): gsdhvtwrvvgffup
 Advt No: 01-2025
 Lab Name: CSIR-CSMCRI
 Post Code: 7
 Name of Position: Junior Secretariat Assistant (General)(Unreserved)

Name as per SSC / 10 th certificate	test
Name(Ever changed)	no
If yes, Then New Name	
Father's Name	test
Mother's Name	test
Date of Birth (DD-MM-YYYY)	01-05-1997
Age	27 years 10 months 30 days
Place of Birth	Bhavnagar
Citizenship	Indian
Gender	Male
Religion	Hinduism,
Are You Physically Disabled (More than or equal to 40%)	no
a) Hard of hearing: No	
b) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy: No	
c) Multiple disabilities from amongst persons under clauses (a) and (b): No	
Category	General
Are you Ex-Servicemen	no
Length of service in Armed Forces	Years, Months, days

Are you Ex-Servicemen	no
Length of service in Armed Forces	Years, Months, days
Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	no
If Yes, details of the Organization, Post held	
Are you CSIR Employee?	no
If yes, the name of Institute / lab & Designation	
Marital Status	Single
Are you staying abroad	no
Address of Correspondence:	test,test,Gujarat,364002
Address of Permanent:	test,test,Gujarat,364002
Email Id	[REDACTED]
Secondary Email Id	
Mobile Number	[REDACTED]
Alternative Mobile Number	
Any relative in CSIR	No

EDUCATIONAL QUALIFICATION

S.NO	Qualification	University/Board	Disciplinal Stream	Subjects Studied/ Thesis Topics	% of Marks CSIR/ SGPA must be converted into percentages	Date of Passing(DD-MM-YYYY)	Remarks (1st Class, 2nd Class, 1st Class with Distinction, University top etc)	Mode of study
1	10 th SSC	Gujarat - GSEB	sci	sci	85	05-05-2015	1st	Regular
2	12 th Intermediate							
3	Diploma							
4	Degree							
5	PG							
6								

EMPLOYMENT/EXPERIENCE

Type of the Organization	Name of the Organization	Position Held	Period of Service	Nature of Work	Last Pay Drawn	Status of Job
			From To			
Total Experience: 0 Year(s), 0 month(s), 0days						

Print/View
https://devapps.ngri.res.in/CSMCRI_2025/final.jsp?postcode=7

5 PG
6



EMPLOYMENT/EXPERIENCE

Type of the Organization	Name of the Organization	Position Held	Period of Service		Nature of Work	Last Pay Drawn	Status of Job
			From	To			
Total Experience: 0 Year(s), 0 month(s), 0days							

Any Remarks
NA


Medium of Typing Test: English

UTR Number/ Transaction Number: [REDACTED] 03-2025
[Upload Payment receipt.View](#)

Upload Certificates: [View](#)

I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action can be initiated against me.



Print
Main
Logout

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