

# ICMR-NATIONAL INSTITUTE OF NUTRITION

## Hyderabad

### General Instructions for filling up of Online Application Form:

1. Candidates must follow the instructions strictly as given in the Information available on website. [www.ninindia.org](http://www.ninindia.org)
2. Before filling up of application, the candidate should obtain Demand Draft of Rs. 300/- (Rupees Three Hundred only) payable in favour of “The Director, NIN, Hyderabad”
3. Make sure you are filling up the application for the correct post.
4. Fill all the details in the required format as indicated in application form.
5. Fill up all the entries of application form; don't leave any blank entry if it is mandatory to fill. If any entry is optional to fill, then make your decision accordingly.
6. Clearly mention all the details correctly.
7. The candidate's application form must be complete in all aspects while submitting the online application form.
8. In case the candidates willing to apply for more than one post have to submit online applications separately for each posts as desired by the candidate. Accordingly the printouts of the acknowledgement slips and the online generated application forms has to be taken separately and submitted to the office alongwith all relevant attested document.
9. The candidate should fill his/her correct mobile number, complete postal address with the pin code and e-mail address for further correspondence.
10. Please ensure the click “Yes” radio button in case you prefer age relaxation as applicable by the candidate.
11. Information wrongly provided will be straight away rejected in case there is no supporting attested document of proof, ensure that the details such as Caste particulars, ICMR project service, Ex-servicemen, Government employee particulars are rightly entered and ensure you provide the information / particulars in the Employment history box for the services rendered by you.
12. In case you don't fulfill the criteria as specified in the advertisement (especially the age criteria), the online application will not allow for submission.
13. Once the online application is submitted, please ensure to take a printout of the online application by fixing proper margin settings which is viewable by the candidate. Also ensure you take the print of the acknowledgement receipt which is a valid document which the office may ask for at any time of enquiries.
14. Further the candidates are requested to submit without fail the online generated application alongwith all the valid relevant attested documents of proofs such as academic qualification certificates, experience certificate, caste certificate to the postal address “The DIRECTOR, NATIONAL INSTITUTE OF NUTRITION, JAMAI OSMANIA (P.O), HYDERABAD-500007”
15. It will be the responsibilities of the candidate to ensure that he/she fills-in his/her correct postal and e-mail addresses in the Application Form. Candidates must ensure that address given by them be such that the candidate may be able to get the communication in this address. This institute is NOT BE HELD RESPONSIBLE FOR ANY LOSS IN TRANSIT OR FOR AN INCORRECT ADDRESS GIVEN BY THE APPLICANT IN THE APPLICATION FORM.
16. One good quality colour passport size photograph and signature may be uploaded in the provision provided in the online application. (Photo/Sign Format:\*.jpeg and Size: 150 KB, 50KB respectively)
17. In case, if candidates have any queries or needs any assistance regarding submission of online application and other details, he / she may contact this office over phone (Phone: 040-27197310).

