**INSTRUCTION TO FILL THE ELECTRONIC FORM**

1. The form is available in PDF format. Download the form in your computer and open it with Adobe Acrobat Reader. (You can download the reader software from Adobe website <https://get.adobe.com/reader/> in case not available in your computer.)
2. Fill in your details in the downloaded form.
3. Save the form and take a print out.
4. Email the saved form to email id vacancy@icssr.org
5. Send the dully filled and signed print out, along with other required documents, to **Administrative Officer, Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067** latest by the last date given in the advertisement.

**GENERAL TERMS & CONDITIONS**

1. Fee in the form of Demand Draft or Postal order should be in favour of **ICSSR, New Delhi**.
2. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
3. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
4. An application fee of Rs.400/- is chargeable from the candidates except SC/ST/Differently abled candidates applying for the post of LDC. The fee may be deposited in favour of the Indian Council of Social Science Research, New Delhi Payable at New Delhi through Demand Draft/Pay Order.
5. One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.
6. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF LDC.”**
7. The candidates short-listed for interview/ test will be informed by post, e-mail as well as notified in the ICSSR’s website. The ICSSR will not be responsible for any postal delay.
8. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
10. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
11. The selection would be based on SSC method of recruitment for LDC as given in the advertisement.
12. Age relaxation to SC/ST/OBC and Physically Handicapped candidates shall be as per the Govt. of India rules.
13. The application complete in all respect must be sent to **Administrative Officer, Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067** latest by the last date given in the advertisement.

**ADMINISTRATIVE OFFICER (ICSSR)**