

Guidelines for filling online application for the posts at CENTRAL SILK BOARD

1. Make sure the computer you use is virus free and has reasonable internet speed.
2. Access the CSB jobs portal at ***csb.gov.in***
3. Register your candidature by selecting the “***New Registration***”
4. Fill the registration screen with **correct** data and complete by selecting “***Register***”.
Use only working email id and remember the password given.
5. Login using your email id and password provided at the time of registration.
6. In case you have forgotten your password, use “***Forgot Password ?***” option to get the password sent to your email.
7. Application form is made up of 3/4 modules, fill each module and save as “***Draft***” and proceed to fill next module.
8. Save the submitted application as pdf file using “***Save as PDF***”

Points to note while filling the application.

After logging in you are shown the web page displaying list of posts advertised with relevant details along with the action column.

Against the post you are interested & eligible click on “**Apply**” in the action column.

You are taken to the Application data screen consisting of “**Personal Details**”, “**Qualifications**”, “**Experience**”, and “**Research Experience**” as applicable.

Under “**Personal Details**”, fill all the details as required and save as “**Draft**”.

Select “**Qualifications**” tab. Use “**Add more**” button to add rows in qualifications table, fill all the details as required. Upto 8 qualification entries are permitted. Use “**Less**” button to remove the last qualification row, in case you want to delete. Save as “**Draft**” after completion.

Select “**Experience**” tab. Use “**Add more**” button to add rows in experience table, fill all the details as required. Upto 8 experience entries are permitted. Use “**Less**” button to remove the last experience row, in case you want to delete. Save as “**Draft**” after completion.

Select “**Research Experience**” tab. Available only for scientific posts. Use “**Add more**” button to add rows in **Research Experience** table, fill all the details as required. Upto 8 **Research Experience** entries are permitted. Use “**Less**” button to remove the last **Research Experience** row, in case you want to delete. Save as “**Draft**” after completion.

Until submission of the application your application is in draft mode, any number of times the data can be reviewed and modified, please make sure all the data is correct and relevant data is entered.

After completing the entire module and ensuring the correctness of the contents, Select **”Submission (Final)”** to submit the application, your application will be allotted an application number. Please note that after **“Submitting”**, modifications are not permitted.

Take a print out of the submitted application, attach all relevant document copies, and enter place details at the end of the application along with signature.

Send your completed application to **“The Member Secretary, Central Silk Board, Ministry of Textiles, Government of India, B.T.M Layout, Bangalore - 560 068.**
So as to reach this office on or before 14th March 2014.