

Instructions for Candidates for Filling the Online Application Form
(India Meteorological Department – Ministry of Earth Sciences)

The online registration process for the recruitment will **commence at 10:00 AM on 24th November**. Candidates may access the registration form using the link provided below:

Candidates are advised not to attempt registration before the start time, as the link will remain inactive until the scheduled opening.

Date of closure of online application is **14th December 2025**.

Candidates are advised to read the following instructions carefully before filling up the online application form. Failure to comply with any instruction may result in rejection of the application.

1. General Instructions

- Candidates must ensure that they meet all the eligibility criteria for the post(s) they are applying for, as specified in the official advertisement.
- The online application form must be filled completely, accurately, and truthfully. Furnishing false or misleading information may lead to cancellation of candidature at any stage.
- The application should be filled using a desktop or laptop with a stable internet connection. Mobile phones are not recommended.
- All information must be entered in English only.
- Candidates must keep scanned copies of required documents ready in the prescribed format before starting the application.

2. Step-by-Step Instructions

Section 0 – Selection of Post Codes

- Select the post code(s) for which you wish to apply.
- You may select multiple post codes.
- After selecting a post code, click “Add” to include it in your list.
- Added post codes will appear as badges; you may remove any using the  button.
- Click “Save & Continue” to proceed.

Section 1 – Personal Information

- Your name and email address are pre-filled from registration and cannot be modified.
- All fields marked with (*) are mandatory.
- Upload a recent passport-size photograph (JPG/PNG, max 100 KB, dimensions approx. 200×250 px).
- If you belong to SC/ST/OBC/PH/EWS categories, you must upload the relevant category certificate (PDF, max 200 KB).
- After entering all details correctly, click Save.

Section 2 – Communication Details

- Provide current address, permanent address, mobile number, and telephone number (if any).
- Pin codes must be exactly 6 digits.
- You may use the “Same as communication address” checkbox to autofill permanent address.
- Ensure accuracy, as correspondence will be made to the details provided here.

Section 3 – Educational Qualifications

Provide details of all relevant educational qualifications in chronological order:

A. Secondary (10th) and Higher Secondary (12th)

- Enter board name, year of passing, division, subjects, and marks.

- Upload 10th and 12th certificates in PDF format, max 500 KB each.

B. Graduation

- Select the degree or choose “Other” and specify the degree name if applicable.
- Upload graduation certificate (PDF, max 500 KB).

C. Post-Graduation (If applicable)

- If you have a postgraduate qualification (M.Sc./M.Tech./ME/Other), enter details accordingly.
- Uploading a post-graduation certificate is optional.

D. Other Qualifications (If any)

- Provide brief details Ph.D., additional courses etc.

All uploaded documents must be in PDF format only, and within the size limit.

Section 4 – Experience Details (If applicable)

- Up to three experience entries may be provided.
- Mention organization name, from/to dates, designation, salary, and nature of duties.
- Upload experience certificates (PDF, max 500 KB each), if available.
- Experience section is optional, but it is recommended for candidates applying for posts that require experience.

Section 5 – Professional Details (Training / Skill Development)

- Candidates may enter details of up to three professional trainings undertaken.
- Provide training duration, organization, and description.
- This section is optional.

- The online application form allows candidates to enter a maximum of three (03) Experience details and three (03) Training/Skill Development details.
- Candidates who possess more than three experiences or trainings should select the most relevant and recent entries, prioritizing:
 - Experience directly related to the post applied for
 - Experience demonstrating essential or desirable qualifications
 - Professional trainings that add value to the role
- Candidates must ensure that the selected entries accurately represent their:
 - Duration and nature of work
 - Core responsibilities
 - Skills and technical expertise
 - Relevant achievements, if any
- Additional experiences or trainings *beyond the three entries permitted* in the online form may be included in the following ways:
 - Summarize extra entries briefly in the “Other Information / Additional Information” section.
 - Mention key points such as position, organization, duration, and nature of duties.
 - Candidates may also upload combined details as part of their experience certificates (if supported by the issuing organization), provided they follow file size limits.
- Candidates are reminded that all claims of experience and training must be supported by valid documents. Unsupported claims may not be considered during verification.
- During document verification (if applicable), candidates must produce all original experience and training certificates, including those not listed in the three online entries.

Section 6 – Other Details

- Provide additional information such as research experience, specialization, publications, awards, etc.
- Provide details of up to two referees, including their designation and contact details.
- Answer the qualification-related questions (Essential/Desirable/N/A) truthfully.
- Enter a brief note on experience relevant to the post (if applicable).

Section 7 – Declaration

- Read the declaration carefully and select “I Agree” to proceed.
- Upload your signature in JPG/PNG format (max 50 KB).
- Once you submit the declaration:

1. No further edits will be allowed.

2. Application will be considered final.

- Ensure all details entered in the form are correct before final submission.

3. Document Upload Guidelines

- All certificates must be in PDF format only.
- Photographs and signatures must be JPG/PNG.
- File size must not exceed the allowed limits:

1. Photo: 100 KB

2. Signature: 50 KB

3. Category Certificate: 200 KB

4. Education/Experience Certificates: 500 KB

- Ensure file names do not contain special characters.

4. Important Notes

- Once the Declaration is submitted, you will be redirected to download your application PDF.
- Candidates should retain a copy of the final submitted application for future reference.
- Incomplete applications are liable to be rejected.
- Multiple submissions will result in rejection of application.

Registration Form Link: [Click Here to Register](#)