



Government of India
Ministry of Science & Technology,
Department of Biotechnology
**AWARD OF DBT-JUNIOR RESEARCH FELLOWSHIP
(DBT-JRF)
IN BIOTECHNOLOGY (2015-16)**
Biotechnology Eligibility Test-2015 (BET-2015)
(Co-ordinated by National Centre for Cell Science, Pune)

How to Apply Guide

Overview

You can register for NCCS from the official NCCS website <http://www.nccs.res.in/> or by using direct URL <https://nccs.digialm.com> between the period 25th February 2015 to 25th March 2015. Registration steps to NCCS are as follows:

- Register to create a Profile
- Login with system generated User ID and Password
- Submit Application which includes filling details followed by **making payment**.

For Payment please go to <https://nccs.digialm.com> and click on Submission of Fees. (if applicable)

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials you can log in as Registered Applicant to fill out the Application form. The application need not be completed at once, but you can revisit the form several times. However, once the form is submitted, you will not be allowed to edit any details on the Application form.

Before you register

Kindly follow the instructions below before you start registration for NCCS.

1. Check your eligibility for NCCS by referring to the advertisement on the website.
2. Ensure you have a valid and unique email address and mobile number.
3. "*" (asterisk) indicates a mandatory field. The boxes marked with this symbol must be filled in or you will not be allowed submit your application for NCCS.
4. Gather all the information you will need, for filling the form, such as:
 - a. Personal details
 - b. Qualifying Exam Mark sheets
 - c. Applicable Certificates to upload
 - d. Scanned images of your passport photo and signature (as per guidelines)



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Step 1: Registration to get User ID and Password

On the website, <https://nccs.digialm.com>, click on 'New Applicant' for creating your user profile. The Registration Form window will open in your browser.



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Application Form

Note: Kindly use Internet Explorer(version 9 to 11) or Mozilla Firefox(24 to 32) or Google Chrome(26 to 36) to fill in the Application Form

 **FAQ**

 **HOW TO APPLY**

 **FEE DEPOSIT PROCEDURE**

 **SUBMISSION OF FEES**

 **Advertisement**

 **2015 Appearing candidates**

IMPORTANT DATES	
Dates for Application Fee Payment:	_____ to _____
Start Date and Last date for Filing the Online Registration of Application	_____ to _____

New Applicant
Applicant Login

© 01/08



The Registration Form to create your User Profile will be as displayed.

The entries on this form cannot be changed once submitted, hence, ensure that you enter the required information correctly.

- **Name of Candidate:** This should be the same as on valid government id proof.
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only.
- **Mobile Number:** Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.



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NCCS

* Confirm Email ID:

* Mobile No:


* Confirm Mobile No:

(Enter your 10 digit without prefixing 0)

Declaration

I hereby declare that the above information is true to the best of my knowledge. I am aware that NCCS will be sending important information of the BET 2015 on my registered details.

Please enter the letters displayed in the image below.
If the image is not clear, click on "Can't read the text? Get a new image".



Type the text shown in the image above.
Enter 7 characters. 1st space.
No special characters. No UPPER CASE.

I Agree

Version:9.01.00

Captcha

The Captcha box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer programme. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.

Declaration

By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and information provided in the NCCS Registration Form. It is mandatory to agree to the contents in the Declaration to proceed to *submit* the form.



Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive a User ID and password on the registered email address from the *Administrator*. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the User ID and Password as an SMS on the registered mobile number from sender **LM-NCCS**. Using these credentials, you may proceed to complete your application for NCCS.

Login from <https://nccs.digialm.com> by clicking on **Applicant Login**.

This ends Step 1 of the Registration Process



Step 2: Fill Application Form

Registered Users Click on Applicant login for Application form with Application number and Password received on your email and mobile number. Click on Edit to start filling your application form.

Note Kindly use Internet Explorer(version 9 to 11) or Mozilla Firefox(14 to 32) or Google Chrome(20 to 36) to fill in the Application Form.

IMPORTANT DATES	
Dates for Application Fee Payment	_____ to _____
Start Date and Last date for Filling the Online Registration of Application	_____ to _____

New Applicant **Applicant Login**

9.01.00

The Application Form is categorized into the following four sections:

1. Personal Details
2. Qualification Details
3. Document Upload
4. Declaration

Read the Note on top of the form before you begin filling the information. You can *Save* and exit the form any number of times to edit and complete later or *Save & Continue* each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not filled or the required Certificates are not uploaded.



Once you have completed the last section, your application to NCCS is considered complete and you will receive a confirmation mail. Post this, changes to any information provided on the application form is not possible. However, you may print or save the form from the website.

Please note after the form is submitted, payment has to be made for the exam (if applicable). You can go to <https://nccs.digialm.com> and proceed with your payment.

1. Personal Details

Candidate Name and Date of Birth fields will be populated automatically based on the information provided at the time of registering your profile.

Enter **Gender** as applicable.

Select the **Category (Open/SC/ST/OBC)** under which you are applying.

Select Marital Status (**Single/Marital**)

Select **yes/No** whether you are for Physically Handicapped Applicant.



Your Email id and Mobile will automatically populate in Application form as filled during Registration process. If you wish to enter Alternate email id and mobile number you can fill details.

Enter Your Present Correspondence Address, which will be used for communication.

Also Enter your Permanent Address, this is a must.

*Email ID

Alternate Email Address

*Mobile No

Alternate Mobile No

Correspondence Address for communication purpose

*Address Line 1

Address Line 2

Address Line 3

*City

*State

*Country

*Pincode

Permanent Address

*Address Line 1

Address Line 2

Address Line 3

*City

*State

*Country

*Pincode

Version 9.01.00

Once you are done with filling Personal details section Click on Save and Continue to proceed to next section.



2. Qualifying Exam Details

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Application Form [Logout](#)

Note: Kindly use Internet Explorer(version 9 to 11) or Mozilla Firefox(14 to 32) or Google Chrome(20 to 36) to fill in the Application Form. Fill in the details and click on Save to save data, Save & Continue to proceed, Use Mouse to move between fields for entry of data instead of using Tab Key. Fields marked with * are mandatory.

1 Personal Details 2 Qualification Details 3 Document Upload 4 Declaration

Academic Details

*Qualifying Exam : --Select--

*Subject : --Select--

*Exam Status: Passed Out Appearing 2015

*University Name:

*Percentage Marks:

*Date of Passing Qualifying Examination:

Select Your **Qualifying Exam** and respective **Subject**.

Note: - For M.V.Sc, B.Tech and BE Applicant's **ONLY** Biotechnology will be default subject.

Please select your Exam status as **passed out** or **Appearing in 2015**.

Enter your **University Name** and **Percentage of marks** obtained.

Select **Date of Passing** the Qualifying Examination.

Once you are done with filling Personal details section Click on **Save and Continue** to proceed to next section.



3. Documents Upload

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Application Form Logout

Note Kindly use Internet Explorer(version 9 to 11) or Mozilla Firefox(14 to 32) or Google Chrome(20 to 36) to fill in the Application Form.
Fill in the details and click on Save to save data, Save & Continue to proceed. Use Mouse to move between fields for entry of data instead of using Tab Key.
Fields marked with * are mandatory.

1 Personal Details 2 Qualification Details 3 Document Upload 4 Declaration

* Please upload scanned copy of your Photo, signature and Date of Birth certificate [Please click here to upload.](#)

* Please upload scanned copy of your Qualifying exam certificate [Please click here to upload.](#)

Version9,01,00

Mandatory Documents:

- 1) Upload your recent passport size photograph (Maximum 80 Kb size, in JPG/JPEG format)
- 2) Upload your recent scanned signature (Maximum 80 Kb size, in JPG/JPEG format)
- 3) Upload your Date of Birth Proof as per guidelines (Maximum 150 Kb size, in JPG/JPEG/PDF format). Date of Birth Proof can be the DOB certificate in English or if in regional language then a declaration in English; SSC Certificate; PAN Card; Passport.
- 4) Upload your **Qualifying Marks Certificate** and **Applicants appearing for Exam in 2015** have to upload scan copy of form in qualifying exam certificate link duly filled and **signed by HOD of department**.
Soft copy of form is available on website <https://nccs.digialm.com> (Maximum 150 Kb size, in JPG/JPEG/PDF format)



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NCCS

Documents (if applicable):

- 1) If applicable Category/Caste Certificate (Maximum 150 Kb size, in JPG/JPEG/PDF format).
- 2) If applicable PH Certificate (Maximum 150 Kb size, in JPG/JPEG/PDF format).

Note for Uploading Documents:

- a) The documents are to be uploaded in the mentioned size limits. The system will not accept documents beyond desired size limits.
- b) To reduce the size, open your document image in MS Paint by adjusting resolution.
- c) Sample of how to change image resolution in Paint is as follows.



Once you are done with filling Personal details section Click on Save and Continue to proceed to next section.



4. Payment and declaration

The screenshot shows a web application interface with four tabs: 1 Personal Details, 2 Qualification Details, 3 Document Upload, and 4 Declaration. The 'Exam Centre Preference' section includes two dropdown menus for 'Exam City Preference 1' and 'Exam City Preference 2', both currently set to '--Select--'. Below these is an 'Amount:' field and a 'Payment Type' section with radio buttons for 'Net Banking/Card Payment' and 'SBI Branch Payment'. A CAPTCHA image shows the text 'x r 6 4 3 q j' with a 'Get fresh image' button. Below the CAPTCHA is a text input field and a 'map' button. The 'Declaration' section contains a bold warning: 'Without making the payment, candidate will not be registered for the examination.' followed by a paragraph of text. At the bottom right, there are buttons for 'Save', 'Preview Application', and 'Submit', along with an 'I Agree' checkbox.

In this section applicants need to select Exam City Preference. Applicants can select two different and unique preferences of cities.

Applicable examination fee will be displayed.

Candidate need to select mode of Payment: a) Net Banking/ Card Payment; b) SBI Branch Payment

After this applicant must read declaration and Submit the Application form. Before submitting candidate must check whether he has filled all the mandatory details.

For making the payment candidates will have to go <https://nccs.digialm.com> and make their payment (if applicable). Please refer Fee Payment Procedure uploaded on the same website.

Important Note:

Until the payment is made (if applicable), the candidate will not be registered for the exam.