

How to Apply?

The step-by-step application procedure is as under:

Step 1: Payment of Application Fee:

- An application fee of ₹500/- (wherever applicable) must be paid through SB Collect. Click the link [here](#) to access the SB Collect homepage.
- On the SB Collect homepage, type 'Indian Institute of Integrative Medicine' in the search box and click on the suggested result.
- Under the payment category option, choose the appropriate advertisement number.
- Fill in all the required details and complete the payment. Retain the e-receipt as it must be sent along with the hard copy of the application.

Step 2: Registration on the Portal:

- After successful payment, register on the Online Recruitment Portal [here](#) for the desired post.
- Upon registration, a confirmation email will be sent to the registered email id along with a verification link. Click the link to confirm your email address. Verification is mandatory for login.

Step 3: Filling the Application Form and Document Upload:

- After logging in, fill out all sections of the application form **completely and accurately**. Ensure all relevant fields are filled as the information provided will be used for further processing.
- Upload your latest passport-sized photograph (JPEG format, 300px width x 400px height, no cap, both ears visible), signature (JPEG format, 300px width x 100px height), and all relevant documents, including the SB Collect e-receipt.
- Applications without photograph, signature and relevant documents will be rejected.

Step 4: Review and Submit:

- Carefully review all filled details and uploaded documents before submission.
- Click the 'I Agree' button under the Declaration section and then select 'Final Submit.'
- Your application is incomplete without final submission. No changes will be possible after this step.

Step 5: Sending the Hard Copy:

- After submitting the online application, download a PDF copy.
- Send a hard copy of the application form along with self-attested copies of all required documents, certificates, and testimonials to the following address only by registered/speed post, in an envelope superscribed '**Application for the post of _____, Post Code _____, Advt. No. _____**':

**Sr. Controller of Administration,
CSIR-Indian Institute of Integrative Medicine,
Canal Road, Jammu, J&K - 180001**

- Ensure the hard copy reaches CSIR-IIIM on or before the deadline mentioned in the detailed notification.
- Keep a copy of your online application and proof of sending it for your records.