



CPCB
CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment, Forest & Climate Change, GoI)
Parivesh Bhawan, East Arjun Nagar
Delhi – 110032

Online Applications are invited from the eligible and suitable Indian Nationals on Contract Basis under National Clean Air Programme (NCAP) initially for period of one year against **Advt. No. 01/2024/NCAP-Admin.(R)**

HOW TO APPLY

[Candidates are advised to read the detailed advertisement thoroughly. In case of any discrepancy, the information given in the detailed advertisement will be final and prevail]

Filling and Submission of Application Form can be completed in two steps:

Step 1 – Registration

Applicants are required to have a valid email ID and active mobile phone number. ***(The Registered email ID and mobile phone number should be preserved till the end of the recruitment process.)***

Instructions for Important fields in Registration Form.

Field	Description
Name	The NAME should be exactly as given in degree certificate. The Applicant will not be allowed to edit this field after registration.
Post	Select the post from dropdown menu as per your eligibility criteria given in detailed Advertisement.
Essential Qualification	Qualification is already given in the TAB. The candidates need to select his qualification accordingly. Please refer the detailed Advertisement for more details.
Date of Birth	Age is to be selected from the calendar displayed. For category-wise age limits, refer the detailed advertisement.
Email	Multiple registrations cannot be made for the same post using single email ID.
Mobile Phone	Registered mobile phone number should be preserved till the end of the recruitment process.

- Applicants are advised to note down the generated Registration Number. This number is to be referred in all future communications with regard to this recruitment process.
- An already registered (completed Step 1) Applicant can log in through the Login link given at the top of the page using his/her Registration No. and Date of Birth.

Step 2 – Submission of Applicant’s Details

On completion of Step 1, the Applicant can login using the Login link given at the top of the page using his/her Registration No. and Date of Birth.

After logging in, the Applicant can:

(a) Fill-in and submit application

- Details excluding the registration information which are entered by applicant during registration.
- Fill-in post selection, Qualification & Experience Details (as per advertisement).
- Upload JPEG image of Photo and Signature (as per Instructions on web portal).
- Upload Experience Certificate (as per Instructions on web portal).
- After entry of relevant information including successful uploading photograph and image of signature, applicant may re-check the entries prior to submission of application.
- After submitting application, Applicant should ensure that application status is showing as ‘submitted’, **otherwise application will be treated as incomplete and rejected**. CPCB will not be responsible for incomplete applications.

(b) View the application details

- Once the Applicant completes entry of one page/section he/she can save the data and proceed to the next page using headers given in side menu. The applicant can also logout and login again to continue with the application form filling process at later time.
- Applicant can view/print his/her application by clicking on Print button available on the portal up to last date of final application submission.
