

RECRUITMENT PORTAL USER MANUAL

<https://bsiprecruitment.in/>



बीरबल साहनी पुराविज्ञान संस्थान
Birbal Sahni Institute of Palaeosciences

विज्ञान एवं प्रौद्योगिकी विभाग के अंतर्गत स्वायत्त संस्थान, भारत सरकार
An autonomous Institute under the Department of Science and Technology, Government of India

How to Apply at Online Recruitment Portal:

Once candidate will go through the notification and essential information given in Recruitment Instruction and looking for apply. They must ensure that all the required documents and information will be with them so that they may seamlessly apply through the online recruitment portal of Birbal Sahni Institute of Palaeosciences (BSIP).

Candidate will follow the below step to complete the application apply process against the recruitment notification:

Step-1

Candidate will open the BSIP main website <https://www.bsip.res.in/>

Step-2

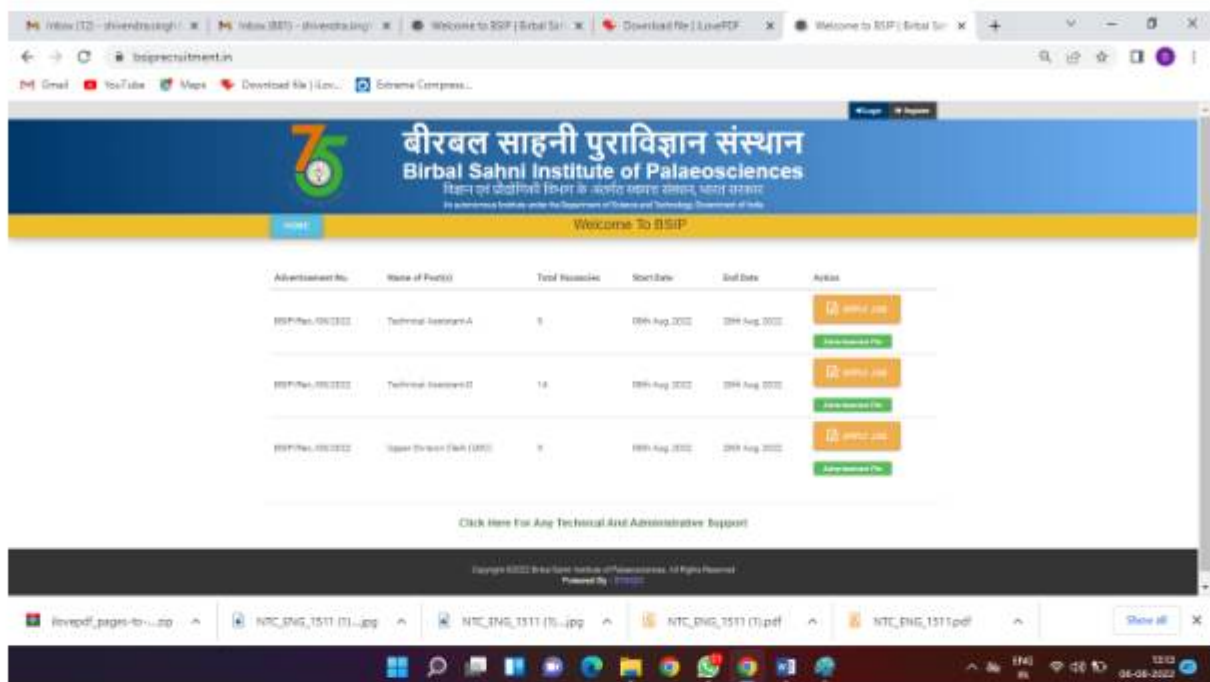
Click the Career Section, a menu will be open for Bsip Recruitment Portal. Click It to open Recruitment Portal



After click of Bsip Recruitment Portal candidate will see a new window of recruitment portal.

Other way is to directly open the Bsip Recruitment Portal with this URL <https://bsiprecruitment.in/>

AT recruitment Portal candidate will see this window:



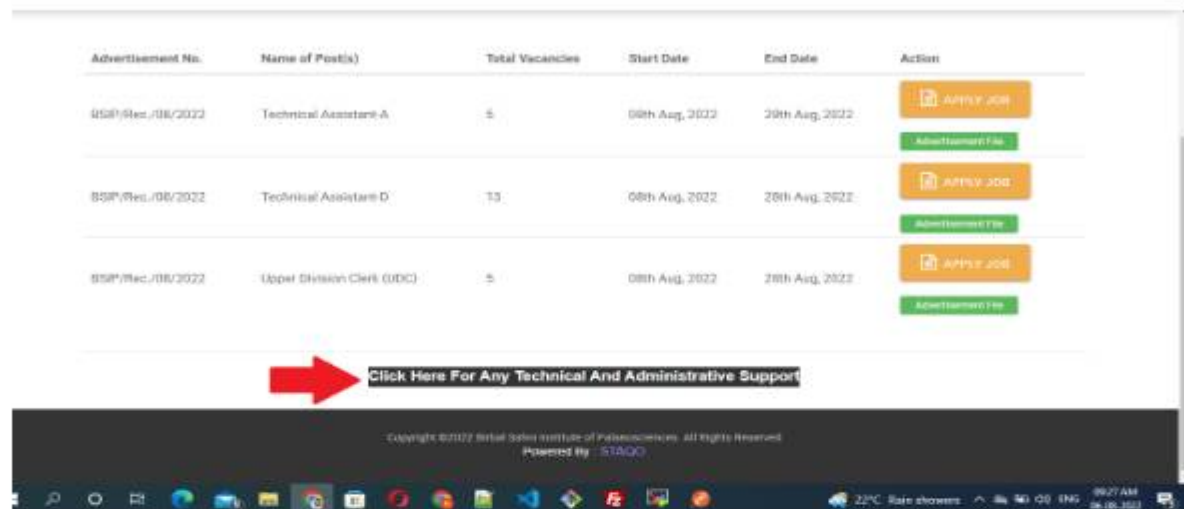
Section of Home Page:



Candidate can see all the required information by clicking the sections.

For any Administrative and Technical Support:

Click the given section



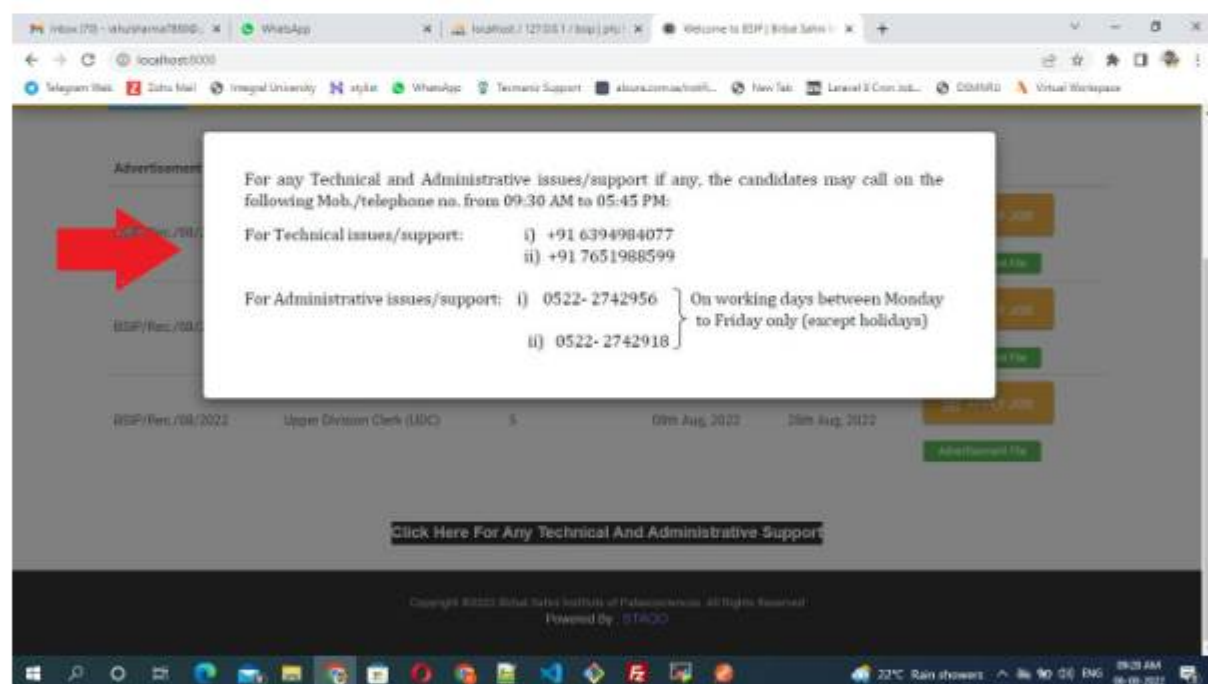
The screenshot shows a table with job advertisements. A red arrow points to a link at the bottom of the table that says "Click Here For Any Technical And Administrative Support".

Advertisement No.	Name of Post(s)	Total Vacancies	Start Date	End Date	Action
BSIP/Rec./08/2022	Technical Assistant-A	5	08th Aug. 2022	28th Aug. 2022	APPLY JOB Advertisement File
BSIP/Rec./08/2022	Technical Assistant-D	13	08th Aug. 2022	28th Aug. 2022	APPLY JOB Advertisement File
BSIP/Rec./08/2022	Upper Division Clerk (UDC)	5	08th Aug. 2022	28th Aug. 2022	APPLY JOB Advertisement File

[Click Here For Any Technical And Administrative Support](#)

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A popup window will appear:



The screenshot shows a browser window with a popup window. A red arrow points to the popup window. The popup window contains the following text:

For any Technical and Administrative issues/support if any, the candidates may call on the following Mob./telephone no. from 09:30 AM to 05:45 PM:

For Technical issues/support: i) +91 6394984077
ii) +91 7651988599

For Administrative issues/support: i) 0522- 2742956 } On working days between Monday
ii) 0522- 2742918 } to Friday only (except holidays)

[Click Here For Any Technical And Administrative Support](#)

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Candidates can take the administrative and technical support from these contact numbers.

Step-3

To apply a Job candidates need to Register at Portal by clicking the Register Button or Apply Job.

The screenshot shows the homepage of the Birbal Sahni Institute of Palaeosciences (BSIP) portal. At the top, there is a header with the BSIP logo and name in Hindi and English. Below the header, there is a navigation bar with 'HOME' and 'Welcome To BSIP'. The main content area displays a table of job advertisements. The table has columns for Advertisement No., Name of Post(s), Total Vacancies, Start Date, End Date, and Action. Two job listings are visible: 'Technical Assistant-A' and 'Technical Assistant-B'. Each listing has an 'APPLY JOB' button. A red arrow points to the 'APPLY JOB' button for the first listing, with the text 'OR Click here to Apply' next to it. Another red arrow points to the 'REGISTER' button in the top right corner, with the text 'NEW CANDIDATE REGISTER YOURSELF' next to it.

Advertisement No.	Name of Post(s)	Total Vacancies	Start Date	End Date	Action
BSIP/Rec./08/2022	Technical Assistant-A	5	08th Aug, 2022	28th Aug, 2022	APPLY JOB Advertisement File
BSIP/Rec./08/2022	Technical Assistant-B	14	08th Aug, 2022	28th Aug, 2022	APPLY JOB Advertisement File

After click the New Window appear for registration

Fill your correct details like Full Name, email ID, Mobile No. and DOB to get the registration done at portal.

After data filled, click register me.

The screenshot shows the 'User Registration' form on the BSIP portal. The form has a title 'User Registration' and a note 'Fields marked with * are mandatory'. The form contains four input fields: 'Name*', 'Email*', 'Mobile No.*', and 'Date of Birth*'. The 'Name*' field is a text box with 'Name' as a placeholder. The 'Email*' field is a text box with 'Email' as a placeholder. The 'Mobile No.*' field is a text box with 'Mobile' as a placeholder. The 'Date of Birth*' field is a date picker with 'dd-mm-yyyy' as a placeholder. Below the input fields, there is a 'REGISTER ME HERE' button. At the bottom of the page, there is a footer with the text 'Copyright ©2022 Birbal Sahni Institute of Palaeosciences. All Rights Reserved' and 'Powered by : STAQO'.

User Registration
Fields marked with * are mandatory

Name*

Email*

Mobile No.*

Date of Birth*

[REGISTER ME HERE](#)

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After submitting the details a message appear for password

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PGMC Welcome To BSIP

Auto generated password has been sent to your registered e-mail id

User Registration

*Fields marked with * are mandatory

Name*

Email*

Mobile No.*

Date of Birth*

[REGISTER ME NOW](#)

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Check your registered e-mail ID for password

You are successfully registered at portal.

Step-3

Click at Login button

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PGMC

Advertisement No.	Name of Post(s)	End Date	Action
MSIP/Rec./106/2022	Technical Assistant A	28th Aug. 2022	APPLY FOR
MSIP/Rec./06/2022	Technical Assistant B	28th Aug. 2022	APPLY FOR
MSIP/Rec./06/2022	Upper Division Clerk (UDC)	28th Aug. 2022	APPLY FOR

[Click Here For Any Technical And Administrative Support](#)

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Login

Registered Email

Password

[Login](#)

[Forgot password](#) | [Create a new account](#)

Fill your registered e-Mail ID and Password you have received at your e-mail

The screenshot shows the website of the Birbal Sahni Institute of Palaeosciences. A login window is overlaid on the page. The window has a title bar with the institute's name in Hindi and English. Below the title bar, there is a 'Login' section with two input fields: 'Registered Email' and 'Password'. A red arrow points to the 'Registered Email' field. Below the input fields is a red 'Login' button. At the bottom of the window, there is a link that says 'Forgot password? | Create a new account'. The background of the website shows a table with columns: 'Advertisement No.', 'Name of Post(s)', 'Total Vacancies', 'Start Date', 'End Date', and 'Action'. The table contains four rows of data. At the bottom of the page, there is a link that says 'Click Here For Any Technical And Administrative Support'.

After click-Login below window appear

The screenshot shows the same website as the previous one, but now a blue modal window is displayed in the center. The modal window has a title bar that says 'Well Done!' and a message that says 'Logged in Successfully.'. Below the message is a blue button that says 'CONTINUE'. The background of the website is the same as the previous one, showing the table with columns: 'Advertisement No.', 'Name of Post(s)', 'Total Vacancies', 'Start Date', 'End Date', and 'Action'. The table contains four rows of data. At the bottom of the page, there is a link that says 'Click Here For Any Technical And Administrative Support'.

Click **CONTINUE**

Step-4

Candidate needs to complete their profile with correct details at below screen



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[Hi \(Rahul Sharma\)](#) [Logout](#)

[Home](#) [My Dashboard](#) [Profile](#) [Password Change](#)

Hi, Rahul Sharma

You can Update/Edit your profile details below.
Fill all form required field to go to next step.

Personal Information

* Name (In Block Letters):

RAHUL SHARMA

* Aadhar Number:

* Email-ID:

rahulsharma1960@gmail.com

* Mobile No.:

7276609902

* Father's Name:

* Marital Status:

Select

* Date of Birth:

12/04/1990

* Category:

Select

* Physical Handicap:

VI

* Nationality:

Indian

* Employee of Govt./Autonomous Institutions:

No

Details of Qualifications

* Gender:

Select

* Alternate No.:

* Mother's Name:

* Spouse/Husband Name:

* Age as on date:

30Y 0M 25D

* Caste Certificate

Choose File

No file chosen

Only PDF file upto 100kb

* Internal Candidate:

No

* Add recent Passport size Colour Photo

Choose File

No file chosen

Only Image (.JPG, .JPG)
upto 100kb

* Upload Signature

Choose File

No file chosen

Only Image (.JPG, .JPG)
upto 100kb

* Permanent Address:

* Correspondence Address:

☐ Click if Address for Correspondence is same.

SAVE & NEXT

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BSIP Confidential- pg. 7

After filling all required details candidate's need to click **SAVE & NEXT**.
Below screen appear

Hi (Rahul Sharma) Logout

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Birbal Sahni **Palaeosciences**
विज्ञान एवं प्रौद्योगिकी
An autonomous Institute
भारत सरकार
Government of India

Well Done!
User Profile Submitted Successfully.
CONTINUE

Home My Dashboard **Profile** Password Change

Hi, Rahul Sharma

Click Continue

You can Update/Edit your profile details below.
Fill all form required field to go to next step

Personal Information **Details of Qualifications**

* Name (In Block Letters): * Attach recent Passport size Colour Photo
* Aadhar Number: * Gender: * Choose File (20211, max 200K)
* Email-ID: * Alternate No.: * Only Image (.JPG, .JPEG) upto 100K
* Mobile No.: * Mother's Name: * Upload Signature
* Father's Name: * Spouse/Husband Name: * Choose File (20211, max 200K)
* Marital Status: * Age as on date: * Only Image (.JPG, .JPEG) upto 100K
* Date of Birth: * Caste Certificate * Only PDF (.PDF) upto 100K
* Category: * Physical Handicap:
* Nationality:
* Employee of Govt./Autonomous Institutions: * Internal Candidate:
* Permanent Address:
* Correspondence Address: ☒ Click if Address for Correspondence is same.

SAVE & NEXT

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Click **CONTINUE**

Step-5

Candidates need to fill and attach educational details as required .

The screenshot shows the user profile page for 'HI, RAHUL SHARMA'. The header includes the institute's logo and name in Hindi and English, along with navigation links: Home, My Dashboard, Profile, and Password Change. A progress bar indicates two steps: 'Personal Information' and 'Details of Qualifications'. The 'Details of Qualifications' section contains a table for adding educational details.

Certificate/Degree	University/College/Board	Passing Year	Division/Grade	% Marks Grade	CGPA	Subject/Specialization	Upload Marksheet/Certificate (File: Image (.jpg, .png) upto 200kb)	Action
High School/Sec+							Choose File for file upload	+

At the bottom of the table are buttons for 'BACK' and 'SAVE'.

After filling all required details click SAVE , you will get the below message

This screenshot shows the same profile page after a successful update. A blue banner at the top right displays the message 'Well Done! Your Profile Submited Successfully.' with a 'CONTINUE' button. A red arrow points to this button with the label 'Click Continue'. The 'Details of Qualifications' table now contains filled-in data for a high school qualification.

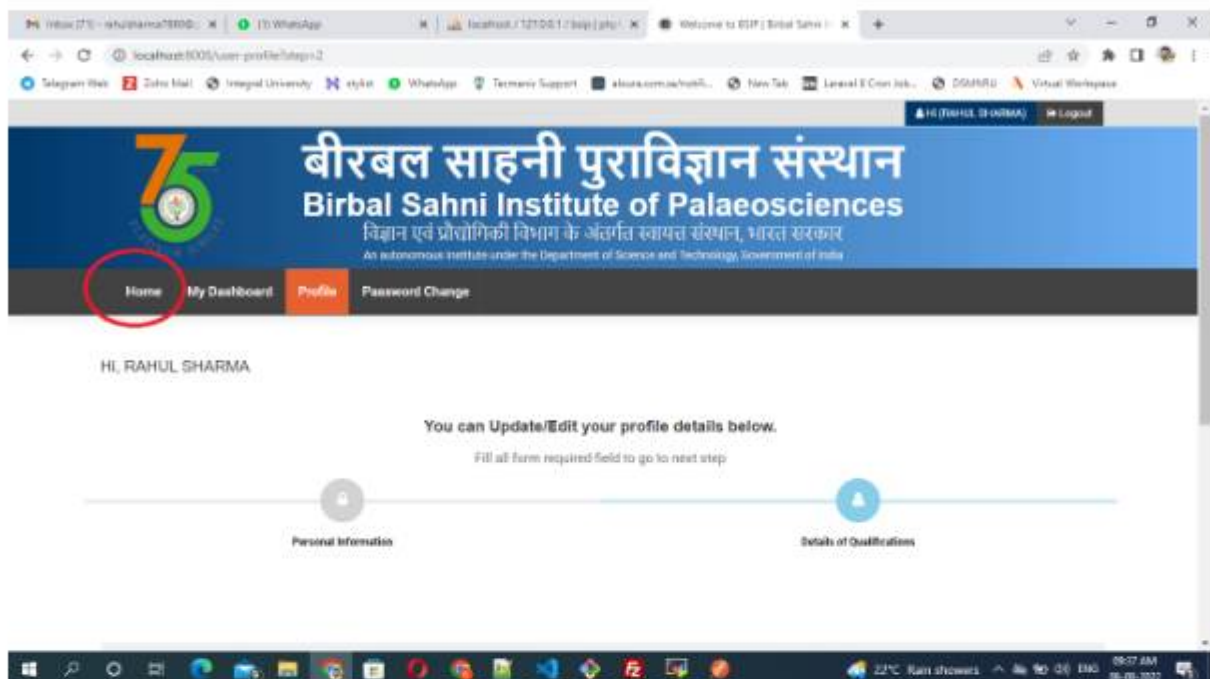
Certificate/Degree	University/College/Board	Passing Year	Division/Grade	% Marks Grade	CGPA	Subject/Specialization	Upload Marksheet/Certificate (File: Image (.jpg, .png) upto 200kb)	Action
High School/Sec+	UP Board	2021	1200	99	232	Sci	Choose File for file upload	+

At the bottom of the table, a red arrow points to the 'SAVE' button with the label 'Click Save'.

Click Continue.

Step-6

Click at Home Button



The below screen appear:



Click on **APPLY JOB**

Step-7

Job Application Form will appear. Complete all required filled with proper attachment



APPLICATION PROFORMA

For updation in pre-filled information please update your profile.

Your Current Age is 32 years 0 months 25 days

18 years age relaxation for disability(VI) is given

3 years age relaxation for category(OBC) is given

Post applied for:	Technical Assistant-A		
Advertisement No.:	BSIP/Rec./08/2022		
Name (in Block Letters):	RAHUL SHARMA		
Aadhar Number:	123456789123		
Email ID:	rahulsharma780@gmail.com	Gender:	Male
Mobile No.:	7379838862	Alternate No.:	9918456546
Father's Name:	dfdf	Mother's Name:	RS SINGH
Marital Status:	Married	Spouse/Husband Name:	Manisha Singh
Date of Birth:	12-07-1990	Age as on date:	32Y - 0M - 25D
Category:	OBC	Caste Doc	View
Physical Handicap:	VI	Disability Certificate	View
Nationality:	Indian		
Govt. Employee:	No		



Complete postal address for communication with Pin Code (in Block Letters):

255/256 Jayprakash Nagar Alambagh Lucknow UP

Complete permanent address with Pin Code (in Block Letters):

255/256 Jayprakash Nagar Alambagh Lucknow UP

(I) Contact No:	9918456546
(II) Mobile No.:	7379838862
(III) E-mail ID:	rahulsharma780@gmail.com

Details of Qualifications

* Certificate/Degree	* University/College/Board	* Passing Year	* Division/Grade	* % Marks Grade	* CGPA	* Subject/Specialization	* Upload Marksheet/Certificate (Only Image (.jpg, .png) upto 300KB)
High School/Sec +	UP Board	2021	1200	90	232	Ita	20211620signature.jpg

+ ADD EXPERIENCE

Add Your Experience

WELCOME

Welcome To BSIP

(A) MOBILE NO. : 9876543210

(B) E-mail ID : rahulsharma786@gmail.com

Details of Qualifications

* Certificate/Degree	* University/College/Board	* Passing Year	* Division/Grade	* % Marks Grade	* CGPA	* Subject/Specialization	* Upload Marksheet/Certificate Only Image (.jpg, .png) upto 10MB
High School/Sec	UP Board	2021	1398	98	832	bio	20211020signature.jpg

[+ ADD EXPERIENCE](#)

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22°C Rain showers 19:27 AM 06-08-2022

Hi (RAHUL SHARMA) Logout

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Home My Dashboard **Profile** Password Change

Hi, RAHUL SHARMA

You can Update/Edit your profile details below

Chronological list of Experience

* Designation	* Scale of pay & present Basic & AWP	* Name & Address of Employers	* From Date	* To Date	* Experience Years	* Nature of Work/Duties	* S.No. of proof of enclosure Only PDF File upto 10MB	Action
			dd-mm-yyyy	dd-mm-yyyy	years months days		Choose File No file chosen	+

Total Experience

Details of Research Experience

* Agency	* Host Institution	* From Date	* To Date	* Duration	* S.No. of proof of enclosure Only PDF File upto 10MB	Action
		dd-mm-yyyy	dd-mm-yyyy		Choose File No file chosen	+

[BACK](#) [SAVE/UPDATE](#)

After filling all details , click **SAVE/UPDATE**

You will get this message

The screenshot shows a web interface for the Birbal Sahni Institute of Palaeosciences. At the top, a blue banner displays the institute's logo and name in Hindi and English. A user profile summary is shown, indicating that the user profile has been submitted successfully. A red arrow points to a 'CONTINUE' button. Below the banner, a message reads 'Hi, RAHUL SHARMA' and 'You can Update/Edt your profile details below'. The main content area contains two tables: 'Chronological list of Experience' and 'Details of Research Experience'. The 'Chronological list of Experience' table has columns for Designation, Scale of pay, Name & Address of Employers, From Date, To Date, Experience Years, Nature of Work/Duties, and S.No. of proof of enclosure. The 'Details of Research Experience' table has columns for Agency, Host Institution, From Date, To Date, Duration, and S.No. of proof of enclosure. At the bottom, there are 'BACK' and 'SAVE/UPDATE' buttons. A footer bar contains copyright information and the text 'Powered by : SIAQO'.

Well Done!
User Profile Submitted Successfully.
CONTINUE

Hi, RAHUL SHARMA
You can Update/Edt your profile details below

Click Continue

* Designation	* Scale of pay & present Basic & AGP	* Name & Address of Employers	* From Date	* To Date	* Experience Years	* Nature of Work/Duties	* S.No. of proof of enclosure Only PDF File upto 100KB	Action
testing	5A	lin	08-06-2022	02-08-2022	08-104-250	Administrative	Choose File	+
Total Experience					1 month, 25 days			

* Agency	* Host Institution	* From Date	* To Date	* Duration	* S.No. of proof of enclosure Only PDF File upto 100KB	Action
sdf	df	05-04-2022	03-06-2022	34	Choose File	+

BACK **SAVE/UPDATE**

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Click **CONTINUE**

You will see your Application Form as below

APPLICATION PROFORMA

For updation in pre-filled information please update your profile.

Your Current Age is 32 years 0 months 25 days

18 years age relaxation for disability(VI) is given

3 years age relaxation for category(OBC) is given

Post applied for :	Technical Assistant-A		
Advertisement No. :	BSIP/Rec.08/2022		
Name (in Block Letters):	RASHI SHARMA		
Email-ID:	rahisharma794@gmail.com	Gender :	Male
Mobile No.:	7275038862	Alternate No.:	9919450348
Father's Name:	dlid	Mother's Name :	BS SHRUTI
Marital Status:	Married	Spouse/Husband Name:	Shashika Singh
Date of Birth :	12-07-1990	Age as on date:	32Y - 0M - 25D
Category:	OBC	Caste Doc	View
Physical Handicap :	VI	Disability Certificate	View
Nationality:	Indian		
Over. Employee:	No		



Complete postal address for communication with Pin Code (in Block Letters):

235/236 Jayprakash Nagar Alambagh Lucknow UP

Complete permanent address with Pin Code (in Block Letters):

235/236 Jayprakash Nagar Alambagh Lucknow UP

(I) Contact No:	9919450348
(II) Mobile No. :	7275038862
(III) E-mail ID :	rahisharma794@gmail.com

- Details of Qualifications

* Certificate/Degree	* University/College/Board	* Passing Year	* Division/Grade	* % Marks Grade	* COPA	* Subject/Specialization	* Upload Marksheet/Certificate Only (jpeg, (.jpg), (.jpeg) upto 500kb)
High School/Sec-	UP Board	2021	1200	90	235	Ita	20211050signature.jpg

+ UPDATE EXPERIENCE

- Chronological list of Experience

* Designation	* Scale of pay & present Basic & AGP	* Name & Address of Employers	* From Date	* To Date	* Experience Years	* Nature of Work/Duties	* S.No. of proof of experience Only PDF File upto 200kb
Itng	54	Ita	08-06-2022	01-06-2022	0Y-1M-25D	Administrative	
Total Experience					1 month, 25-days		

- Details of Research Experience

* Agency	* Host Institution	* From Date	* To Date	* Duration	* S.No. of proof of experience Only PDF File upto 200kb
Ita	Ita	08-06-2022	01-06-2022	34	

Declaration

I RASHI SHARMA hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

☐ I Agree

*Date: 08-08-2022

*Place:

Download and print the application form

CANCEL

SUBMIT

Fill the required data and click on **SUBMIT**

HOME Welcome To BSIP

Declaration

I RAMUL SHARMA hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

☐ I Agree

*Date: 06-08-2022 *Place:

Download and print the application form

CANCEL SUBMIT

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You will get below screen

HOME Welcome To BSIP

Well Done!
Job Submitted Successfully.

CONTINUE

Click on CONTINUE

I RAMUL SHARMA hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

☒ I Agree

*Date: 06-08-2022 *Place: LKO

Download and print the application form

CANCEL SUBMIT

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Click on **CONTINUE**

Step-8

Your Dashboard appear as below:

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Home My Dashboard Profile Password Change

RAHUL SHARMA
rahulsharma7860@gmail.com
7275630862

RECENTLY APPLIED JOBS

NO	POST NAME	DISCIPLINE NAME	APPLIED DATE	STATUS	VIEW	ADMIT CARD	PAYMENT STATUS
1	Technical Assistant-A	Technical Assistant-A	01 Jan 1970	Application Successfully Submitted	View	Admit Card	PAY NOW

Status of Application Form

Click Here

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Here, you will see your filled application. To complete the process Click on **PAY NOW**

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HOME Welcome To BSIP

Fee Details & Payment Submission

Note: In case you get disconnected while making online payment or your payment gets failed, please login again with your registration ID and Password sent your email and Mobile to continue with the Online Payment process.

₹ Rs.500/- Payable Amount

Bank charges will be automatically deducted

Select Payment Mode*

☒ Online (Credit card/Debit card/Net Banking)

Amount : Rs.500

PAY NOW

Click Here

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You will see Payment Page

Indian Overseas Bank

Pay

Confirmation

Institution Name BSIP

Payment Type All FFPS

Ten Id 8200551100000001

Track Id 0002185061306

Amount 500

Please choose a payment mode

Payment Mode	Charges
☒ IOB Net Banking	NIL
☐ Internet Banking/Debit Card/Credit Card/UPI	Variable-Will be Displayed on Next Page

Pay Now

© Copyright 2020 Indian Overseas Bank
Terms and condition | Privacy statement

Select as per your facility and click on **Pay Now**

You will be redirected to banking pages

Complete the Payment Process. You will get transaction/payment status



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[Hi Rahul \(Logout\)](#)

[Home](#)
[My Dashboard](#)
[Profile](#)
[Password Change](#)



RAHUL SHARMA

✉ rahulsharma786@gmail.com

☎ 7275630862

RECENTLY APPLIED JOBS

POST NAME	JOB/CLERK NAME	APPLIED DATE	STATUS	VIEW	ACTION
Technical Assistant-A	Technical Assistant-A	01 Jun 2023	Application successfully submitted	VIEW	VIEW APPLICATION STATUS PAY SLIP

Payment Failed/Success Message Box appear.

This is all about your application process. Now your application is successful against the applied Job.

You must remember your Login Details as you need it in future for any communication.

-End of Document-