

Career Application User Guide

Overview

This guide explains how to register, log in, and apply for a career opening on **idex.gov.in/career**.

Step 1: Open the Career Page

Go to **idex.gov.in/career** in your browser.

Note: Make sure you are using a supported and updated browser.

Step 2: Click on Apply Now

Scroll to the bottom of the page and click the **Apply Now** button.

Note: The application process begins only after you click **Apply Now**.

Step 3: Register or Log In

- If you are already registered as a **Career applicant**, log in using your **career username and password**.
- If you are not registered, first complete the **registration** process from the **Registration** page.

Note: The option to register as a Career applicant is available on the Registration page.

Step 4: Update Your Profile if Needed

- If you are registered as an **Innovator** and want to apply for a Career role, update your profile from **Innovator to Career**.
- If you are registered as a **Career applicant** and want to apply as an **Innovator**, update your profile from **Career to Innovator**.

Note: Please ensure your profile type matches the role you want to apply for.

Step 5: View Open Positions

After login, the available job openings will be displayed.

Note: Review the details carefully before choosing a position.

Step 6: Select an Eligible Position

Apply only for a position that matches your eligibility.

Note: Applications submitted for ineligible positions may not be considered.

Step 7: Complete the Application Form

Fill in all required fields and provide the necessary information.

Note: Check all details carefully before saving or submitting the form.

Step 8: Submit the Application

Once all details are complete, submit your application.

Note: You should review the application before final submission.

Step 9: Edit Before Closing

You may edit your application **only once** before the closing date.

Note: After this one edit, no further changes will be allowed.

Step 10: Final Submission After Closing

When the application period closes, your application will be **automatically submitted as final** with the information you entered.

Note: No extension of the application timeline will be provided.