



AFFIX
APPLICANT'S
PASSPORT SIZE
PHOTOGRAPH

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

Thiruvananthapuram-695014

An Autonomous National Institute of the Department of Biotechnology, Government of India

**APPLICATION FORMAT FOR THE POSITION OF JUNIOR MANAGEMENT ASSISTANT
VIDE ADVERTISEMENT NUMBER RGCB/ADVT/ADMN&TECH/01/2022 dated September 28, 2022**

**ANSWER ALL QUESTIONS FROM 1 TO 22. ALL ANSWER SPACES ARE TO BE COMPULSORILY FILLED IN
NEATLY IN CAPITAL LETTERS IN BLACK OR BLUE INK ON PRINT OUT TAKEN ON A-4 SIZE PAPER.
INCOMPLETE APPLICATIONS WILL BE REJECTED**

1. APPLICATION FOR THE POSITION OF _____
2. CODE NUMBER _____
3. NAME OF THE APPLICANT: _____
4. DATE OF BIRTH: _____
5. GENDER: _____
6. NATIONALITY: _____
7. FATHER'S / HUSBAND'S/LEGAL GUARDIAN'S NAME: _____
8. POSTAL ADDRESS FOR COMMUNICATION: _____

9. PERMANENT ADDRESS: _____

10. LAND TELEPHONE NUMBER: _____
11. MOBILE PHONE NUMBER : _____
12. E-MAIL: _____
13. HAVE YOU EVER BEEN CONVICTED BY A _____
COURT OF LAW OR IS THERE ANY CRIMINAL CASE/ DISCIPLINARY ACTION / VIGILANCE ENQUIRY PENDING
AGAINST YOU? (ANSWER "YES" OR "NO". IF YES, GIVE DETAILS. (ATTACH SEPARATE SHEET)
14. EDUCATIONAL QUALIFICATIONS BEGINNING WITH SECONDARY SCHOOL (ATTACH COPIES OF
CERTIFICATES / MARK SHEETS, ETC.). ATTACH SEPARATE SHEET, IF NECESSARY

Examination Passed	Board/Institute/ University	Duration	Year of Passing	Grade/Division with % of marks	Subjects studied (Specialization if any)

15. DETAILS OF PREVIOUS EMPLOYMENT BEGINNING WITH MOST RECENT
(ATTACH SEPARATE SHEET, IF NECESSARY)

State Position held	Department or Institute or Company or University	Whether position was Permanent or Temporary or Contract	Define Period of employment		Scale of pay or gross consolidated pay or CTC	Job Profile
			From	To		

16. DESCRIPTION OF PREVIOUS JOB PROFILE (ATTACH SEPARATE SHEET _____
IF NO PREVIOUS EXPERIENCE, WRITE "NOT APPLICABLE")
17. DESCRIPTION OF ANY SPECIAL SKILLS (ADDITIONAL DESIRABLE QUALIFICATIONS) THAT THE APPLICANT HAS
FOR THE POSITION AT RGCB, AS DESCRIBED IN THE ADVERTISEMENT
(ATTACH SEPARATE SHEET OR WRITE "NOT APPLICABLE") _____

18. ARE YOU CURRENTLY WORKING IN CENTRAL/STATE GOVERNMENT/ _____
UT ADMINISTRATION OR CENTRAL/STATE AUTONOMOUS/
STATUTORY ORGANISATION/PSUs etc.

19. IF YES TO THE ABOVE, WHETHER APPLYING THROUGH PROPER CHANNEL _____

20. IF APPOINTED, HOW MUCH TIME DO YOU REQUIRE FOR JOINING THE POSITION: _____

21. ANY OTHER RELEVANT INFORMATION _____
(ATTACH SEPARATE SHEET OR WRITE "NOT APPLICABLE")

22. DETAILS OF ENCLOSURES:

(ATTACH SELF ATTESTED COPIES OF CERTIFICATES IN SUPPORT OF DATE OF BIRTH, SC/ST/OBC/EX-SERVICE PERSONNEL/PHYSICALLY HANDICAPPED, EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCE AS WELL AS A DETAILED BIODATA). LIST THE DOCUMENTS ATTACHED

No	List which Copy of Document is Attached

DECLARATION

I hereby affirm and declare that I have carefully read and fully understood all the instructions and details pertaining to the position for which I am applying and that all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the position applied for. In the event any subsequent disclosure that proves that I have deliberately suppressed or distorted any facts including but not limited to information provided in this application, I fully understand that I will be subject to criminal prosecution by RGCB under relevant provisions of Indian law and also will be debarred from applying for any future positions in the institute and further if selected to any position in the institute, the same will be terminated forthwith without any compensation.

Signature of the applicant

Name of applicant (in capital letters)

Place: _____

Date: _____