



**AFFIX  
APPLICANT'S  
PASSPORT SIZE  
PHOTOGRAPH**

**RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY**

**Thiruvananthapuram-695014**

An Autonomous National Institute for Discovery, Innovation & Translation  
In Biotechnology and Disease Biology, Government of India, Department of Biotechnology.

**APPLICATION FORMAT FOR THE POSITION OF  
MANAGER (TECHNICAL SERVICE-COMPUTER AND INFORMATION SYSTEMS)  
VIDE ADVERTISEMENT NUMBER RGCB/ADVT/ADMN&TECH/01/2020 dated May 12, 2020**

**ALL COLUMNS SHOULD BE COMPULSORILY FILLED IN NEATLY IN CAPITAL LETTERS IN BLACK OR BLUE  
INK OR PRINT OUT TAKEN ON A-4 SIZE PAPER. INCOMPLETE APPLICATONS WILL BE REJECTED**

- 1. NAME OF THE APPLICANT: -----
- 2. DATE OF BIRTH: -----
- 3. GENDER: -----
- 4. NATIONALITY: -----
- 5. FATHER'S / HUSBAND'S/LEGAL GUARDIAN'S NAME: -----
- 6. POSTAL ADDRESS FOR COMMUNICATION: -----  
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- 7. PERMANENT ADDRESS: -----  
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- 8. LAND TELEPHONE NUMBER: -----
- 9. MOBILE PHONE NUMBER : -----
- 10. E-MAIL: -----

- 11. NATURE OF PERMANENT DISABILITY -----
- 12. PERCENTAGE OF DISABILITY AS PER CERTIFICATE -----  
 (ENCLOSE CERTIFIED COPY OF THE AUTHENTICATED -----  
 CERTIFICATE TO CLAIM THE DISABILITY) -----
- 13. NATURE OF ASSISTANCE REQUIRED DURING EXAMINATION -----  
 PROCEDURES AND FURNISH OTHER APPLICATION DETAILS -----
- 14. 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)
- 15. 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) |
|--------------------|-----------------------------|----------|-----------------|--------------------------------|--|
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|                    |                             |          |                 |                                |  |

- 16. 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 |   |             |
|                     |  |   |                             |    |   |             |
|                     |  |   |                             |    |   |             |

- 17. DESCRIPTION OF PREVIOUS JOB PROFILE (ATTACH SEPARATE SHEET -----  
 IF NO PREVIOUS EXPERIENCE, WRITE "NOT APPLICABLE")
- 18. 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") -----

- 19. ARE YOU CURRENTLY WORKING IN CENTRAL/STATE GOVERNMENT/ UT ADMINISTRATION OR CENTRAL/STATE AUTONOMOUS/ STATUTORY ORGANISATION/PSUs -----
- 20. IF YES TO THE ABOVE, WHETHER APPLYING THROUGH PROPER CHANNEL -----
- 21. IF APPOINTED, HOW MUCH TIME DO YOU REQUIRE FOR JOINING THE POSITION: -----
- 22. ANY OTHER RELEVANT INFORMATION -----  
(ATTACH SEPARATE SHEET OR WRITE "NOT APPLICABLE")
- 23. DETAILS OF ENCLOSURES:(ATTACH SELF ATTESTED COPIES OF CERTIFICATES IN SUPPORT OF DATE OF BIRTH, EDUCATIONAL QUALIFICATIONS AND DISABILITY CERTIFICATE AS WELL AS A DETAILED BIODATA). LIST WHICH DOCUMENTS ARE ATTACHED

| No | List which Copy of Document is Attached |
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**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 will be terminated forthwith without any compensation.

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Signature of the applicant

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Name of applicant (in capital letters)

Place: -----  
Date: -----