



**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
UPPER DIVISION CLERK**

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: -----

- 7. PERMANENT ADDRESS: -----

- 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)

- 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") -----

