



BIOPROCESSING UNIT (BPU)



(Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
2nd Floor, C-127, Phase VIII, Industrial Area, S.A.S. Nagar, Mohali-160 071. (Pb)
Website: www.bpu.res.in Tel: 0172-4990232, Fax: 0172-4990204

FORM OF APPLICATION FOR RECRUITMENT BY DIRECT SELECTION/DEPUTATION (Please tick the relevant mode)

ADVERTISEMENT NO: BPU/07/2013/HR

To be filled in by the candidate	For Office use
Advt.No.	Application S. No:
Post applied for	
Post Code/Sr. No. if any	Date of receipt:

Affix your self-
attested recent
coloured size
passport photograph

1.	Name in full (IN BLOCK LETTERS)				
2.	Please Tick:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Married	<input type="checkbox"/>	Unmarried:	<input type="checkbox"/>
3.	Father's/ Husbands's Name				
4.	Mother's Name				
5.	Date of Birth:			Place of Birth	
6.	Age (as on one month from the date of advertisement)	Years	<input type="checkbox"/>	Months	<input type="checkbox"/>
				Days	<input type="checkbox"/>
7.	Postal Address	<div><hr/><hr/><hr/><hr/><hr/></div> <div>Pin: <input type="text"/></div>			
8.	Phone No. (with STD code)				
9.	Mobile No				

10.	E-mail							
11.	Permanent Home Address	<hr/> <hr/> <hr/> <hr/> <hr/> <div>Pin: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>						
12.	Are you a citizen of India by birth or by domicile?							

13. State 'Yes' if you are Physically Handicapped or are a member of Scheduled Caste/Scheduled Tribe/ Other Backward Class: **(If Yes, Attach an attested copy of the prescribed certificate)**

Physically Handicapped	Scheduled Caste	Scheduled Tribe	Other Backward Class

14. Are you related to any employee(s) of the Department of Biotechnology/BioProcessing Unit?
If Yes, Give Details

15. Educational/ Professional Qualifications (Class 10th Onwards):

<u>Exam. Passed</u>	<u>Division/ Grade & % age of marks</u>	<u>Year of Passing</u>	<u>Duration of the Degree, etc.</u>	<u>Board/Univ</u>	<u>Subject(s)</u>

16. Professional Qualification (e.g. Professional Trainings, Courses, workshops etc.)

<u>Exam. Passed</u>	<u>Division/ Grade & % age of marks</u>	<u>Year of Passing</u>	<u>Duration of the training/courses etc.</u>	<u>Institute / Organisation</u>	<u>Subject(s)</u>

17. Details of employment (in chronological order):-

<u>Organization</u> (also specify whether Govt./PSU or Autonomous body or /Private)	<u>Post Held</u> (Also specify whether regular or contractual)	<u>Scale of pay/ Pay Band and Grade Pay</u>	<u>State if Pay Scale is Govt.</u> (CDA or IDA)	<u>Duration</u> (Exact dates to be given)		<u>Total period</u> (in years)	<u>Nature of duties</u> (enclosed a separate sheet in case the space is insufficient)
				<u>From</u>	<u>To</u>		

18. Honours, Awards, additional qualifications/recognition like membership of professional societies etc.

19. Time required for joining: _____

20. Name and address of 3 referees (with email address)

<u>S/ No</u>	<u>Name</u>	<u>Address</u>	<u>E-Mail ID / Phone No.</u>
1.			
2.			
3.			

21. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above the minimum prescribed in the Vacancy Circular / Advertisement). -

(NOTE – Enclose a separate sheet, if the space is insufficient).

22. List of enclosures

<u>S/ No</u>	<u>Enclosures</u>
1.	
2.	
3.	
4.	

DECLARATION BY THE CANDIDATE

I, _____ hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action taken against me. I also agree that BPU may contact any or all of the above three referees named by me and seek information about me in confidence. I am aware that BPU is free to act upon such information independently to judge my suitability for the post applied for.

Place:
Date:

Candidate's signature_____

Full name_____

Endorsement by the Head of the Department or Office

Candidate already in employment should get the following endorsement signed by his/her present employer

No. _____

Date _____

Forwarded application of Dr./ Shri / Ms. _____ (Name & Designation).

It is certified that:

1. The information furnished by Dr./ Shri / Ms _____ has been verified from official records and found correct.
2. It is also certified that no disciplinary/ departmental enquiry is either pending or contemplated against _____ and that he/she is not undergoing any penalty.
3. His/ Her integrity is certified.

Signature.....

Designation.....

Stamp:

SYNOPSIS

(To be submitted along with the completed Application Form)

1.	Position & Advt. No.	
2.	Name	
3.	Address	
4.	Email ID	
5.	Telephone No.	
6.	Date of Birth	
7.	Age as on (one month from the date of advertisement)	

<u>Qualifications</u>				<u>Experience</u>			<u>Additional Or Desirable Qualifications Or Remarks</u>
Graduation		Post-Graduation		Organization And Post Held	Pay Scale & Pay Band and Grade Pay	Period With dates	
Course & (Branch or subjects)	Pass Year (% marks or GPA)	Course & Subject	Pass Year (% marks or CGPA)				

.....Signatures

SELF DESCRIPTION OF QUALIFICATIONS REQUIRED vs. POSSESSED

(To be submitted along with the completed Application Form)

1. Name: _____

2. Date of Birth & Age (as on one month from the date of advertisement): _____

3. Position & Advt. No. _____

Parameter	Required as per Advertisement	Possessed by you with comments, if any
Age		
Educational Qualification 1		
Educational Qualification 2		
Educational Qualification 3		
Other Academic credentials, like Technical leadership		
Other Experience (duration & Nature)		
Professional Skills/Competences Match		
Output/Outcome/Achievements of work		
Other Technical credentials, if applicable		

.....Signatures