**Instructions to Candidates**

**Duly filled Biodata in the specified format must be submitted for consideration during the interview.**

* **Strictly avoid all CAPITAL Letters, even for your name.**
* **All the details must be filled in completely, and fields not applicable should be clearly stated as NA.**

**Delete all the instructions in CV format when you will be submitting the CV at the time of the interview.**

**Biodata for Application for the Post of Project Assistant**

|  |
| --- |
| **Personal Details**  |
| **Name**  | \_\_\_\_\_(Surname)\_\_\_\_\_\_\_\_\_\_\_\_(Name)\_\_\_\_\_\_\_\_\_\_\_(Middle Name)\_\_\_\_\_\_\_\_\_ |
| **Birth Date**  | \_\_\_\_(DD)/\_\_\_\_ (MM)/\_\_\_\_\_\_(Y) |
| **Residential Address** |  |
| **Mobile no.** |  |
| **Email**  |  |

**Educational Qualification: Degrees obtained give details starting from SSC to Highest degree (**Highest degree on TOP of the list**)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** **(Passing Year)** | **Institution & University / Board**(Add more columns if required.) | **Subjects** | **Grade (%)** |
| Bachelor (\_\_\_\_\_) |  |  |  |
| 12 th (\_\_\_\_\_) |  |  |  |
| 10 th (\_\_\_\_\_) |  |  |  |

**Work Experience**

Key Highlights of Work Done Should Not Exceed 150 Words.

(Add more columns if required, starting from the most recent on Top of the list.)

|  |
| --- |
| **Duration of Work Period** - Start (Month/ Year) - End (Month /Year) |
| Name of Supervisor: |
| Institution / Organization |
| Key Highlights of Work Done:  |
| **Duration of Work Period** - Start (Month/ Year) - End (Month /Year) |
| Name of Supervisor: |
| Institution / Organization |
| Key Highlights of Work Done:  |

**Lab Techniques - Performed / Observed** (Add more columns if required)

|  |  |  |
| --- | --- | --- |
| **Techniques** | **Just Observed** | **Proficient with firsthand experience (months /years)** |
| Animal Handling Specify the lab animals handled. |  |  |
| Western blotting (WB) |  |  |
| Immunohistochemistry (IHC) |  |  |
| Enzyme-linked immunosorbent assay (ELISA) |  |  |
| DNA / RNA extraction from human and animal tissues (fresh / fixed). Specify the method used.  |  |  |
| PCR & Quantitative PCR (qRT-PCR / qPCR) |  |  |
| Any other techniques  |  |  |
|  |  |  |

**Computer Skills (**Keep the correct option**):**

|  |  |
| --- | --- |
| **Software’s**  | **Keep the correct option**  |
| **World**  | Never used / Proficient but not using currently / Proficient & Currently Using. |
| **PowerPoint**  | Never used / Proficient but not using currently / Proficient & Currently Using. |
| **Excel**  | Never used / Proficient but not using currently / Proficient & Currently Using. |
| **SPSS**  | Never used / Proficient but not using currently / Proficient & Currently Using. |

**References (Provide details of at least 2):**

|  |
| --- |
| **Referee 1** |
| **Name** |  |
| **Designation** |  |
| **Institutional Affiliations & Address** |  |
| **Contact no.** |  |
| **Email Primary**  |  |
| **Email- Alternative** |  |

|  |
| --- |
| **Referee 2** |
| **Name** |  |
| **Designation** |  |
| **Institutional Affiliations & Address** |  |
| **Contact no.** |  |
| **Email Primary**  |  |
| **Email- Alternative** |  |