**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** |  |