Instructions to Candidates

Duly filled Biodata in the <u>specified format</u> must be submitted for consideration at the time of the interview.

- ➢ **Strictly avoid all <u>CAPITAL Letters,</u> even for your name.**

- ➢ **All the details must be filled in completely, and fields not applicable should be clearly stated as NA.**

Delete this page and all the instructions in CV format when submitting the CV.

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 <u>Should Not Exceed 150 Words.</u>
(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)
<u>Name of Supervisor:</u>
<u>Institution / Organization</u>
<u>Key Highlights of Work Done:</u>   ➢
Duration of Work Period - Start (Month/ Year) - End (Month /Year)
<u>Name of Supervisor:</u>
<u>Institution / Organization</u>

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	