# Application Form for Scientific Administrative Assistant (BDIM)

(Please read the instructions before filling)

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| --- | --- | --- | --- | --- |
| 1 | Applying for Project Associate 1/2/Project Assistant (please indicate) |  |  | **Photo**  |
| 2. | Name (Mr./Mrs./Ms.) | : |  |
| 3. | Date of Birth  | :  |  |
| 4. | Age as on 28th Dec, 2023 | : |  |
| 5. | Category (Gen/OBC/SC/ST)  | : |  |
| 6. | Address for correspondence | : |  |
| 7. | Contact No. (Mobile) | : |  |
| 8. | Email (Mandatory) | : |  |
| 9. | Skype ID/MS-TEAM | : |  |
| 10. | Relationship with any CSIR employee | : |  |
| 11 | Qualifications |
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| --- | --- | --- | --- | --- |
| **Degree** | **University** | **Year of Passing** | **Subject** | **Percentage\*/GPA\*\*** |
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|  |  |  |  |  |
| \* % Marks is the consolidated % obtained in the entire semesters **NOT** the % of final semester \*\* In case of CGPA/GPA, please provide equivalent %  |

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| 11. | Computer Knowledge  | : |  |
| 12. | Experience, if any (Please furnish proof) | : |  |
| 13. | Signature of candidate | : |  |

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES**

1. Please specify your age properly in years and months.
2. Please sign across your photographs.
3. Please attach self-attested photocopies of your proof of age/consolidated mark sheets of UG & PG as applicable clearly indicating the marks/GPA/grade achieved/equivalent certificates/experience letters/first page of SCI publications authored/ scorecard of qualifying examinations.
4. Experience should clearly specify the time duration, place of work and the position held.

**The soft copy of duly signed application along the self-attested documents should reach us by email** **npgc.csmcri@gmail.com** **on or before 28 th December 2023.**

1. **There is no need send hard copies to the Institute. Date of interview 10-01-2024**
2. Furnishing wrong information will lead to rejection of candidature.
3. Applications that are incomplete and applications without the documents supporting your candidature will not be considered for shortlisting.
4. Applicants pursuing final semesters of their degree will not be considered.
5. The final shortlisted candidates will be notified by email to attend WALK IN INTERVIEW