



डीएनए फिंगरप्रिंटिंग एवं निदान केन्द्र
(जैव प्रौद्योगिकी विभाग विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)
इनर रिंग रोड, उप्पल, हैदराबाद-500039, तेलंगाना, भारत, फोन: 91-40-2721 6000,
फैक्स : 91-40-2721 6006, वेबसाइट : <http://www.cdfd.org.in>

विज्ञापन सं. 02/2019

डीएनए फिंगरप्रिंटिंग एवं निदान केन्द्र (सीडीएफडी), हैदराबाद, जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार द्वारा वित्त-पोषित एक प्रमुख स्वायत्त आर एण्ड डी संस्थान है, जिसे डीएनए फिंगरप्रिंटिंग, डीएनए निदान एवं आधुनिक जीवविज्ञान के अन्य क्षेत्रों में सेवाएँ उपलब्ध कराने एवं अनुसंधान एवं विकास करने स्थापित किया गया है।

सीडीएफडी प्रत्यक्ष भर्ती आधार पर नीचे उल्लेखित एडमिनिस्ट्रेटिव एण्ड टेक्निकल कैडर (कोर) रिक्तियों की भर्ती का इच्छुक है।

एडमिनिस्ट्रेटिव ऑफिसर (1 पद, अना, कोड सं.1)

पे मैट्रिक्स लेवल-11 के संशोधित पे स्केल में बेसिक पे रु. 67,700/-

शैक्षणिक अर्हता एवं अनुभव

सरकारी/स्वायत्त वैज्ञानिक अनुसंधान एवं विकास संगठनों में 5 वर्ष के अनुभव के साथ पीजीडीएम या एमबीए के साथ प्रथम श्रेणी ग्रेजुएट।

वाँछनीय अनुभव : प्रशासनिक/सामग्री/वित्त/आस्थापना/मानव संसाधन प्रबंधन आदि के क्षेत्रों में अनुभव

अधिकतम आयु सीमा : 40 वर्ष

जॉब विवरण : (1) गेस्ट हाऊस एवं हॉस्टेल एकांमिडेशन, सेक्यूरिटी वॉच एवं बाई सर्विसेस, कॉन्ट्रैक्ट मैनेजमेंट को मिलाकर आस्थापना, कार्मिक, क्रय एवं विक्रय, कैम्पस मेन्टेनेन्स, इस्टेट मैनेजमेंट की देखभाल करना, सभी प्रशासनिक/कानूनी/वैधानिक मामलों के बारे में निदेशक को सलाह देना, विभिन्न वैधानिक एवं गैर वैधानिक बैठकों, चयन समितियों आदि को आमंत्रित करना।

2) विभिन्न प्रशासनिक मामलों, भर्ती, प्रशिक्षण, पदोन्नति आदि को देखना

3) बाह्य एजेंसियों को दैनिक एमआईएस रिपोर्ट्स/डाटा उपलब्ध कराना और समय-समय पर डायरेक्टर द्वारा सौंपी गयी ड्यूटी

टेक्निकल असिस्टेंट (साइंटिफिक सर्विसेस) (1 पद, अना, कोड सं.2)

पे मैट्रिक्स लेवल-6 के संशोधित पे स्केल में बेसिक पे रु 35,400/-

आवश्यक अर्हताएँ : तीन वर्ष के अनुभव के साथ प्रथम श्रेणी में बी.एससी./बी.टेक या पोस्ट ग्रेजुएट इन साइंस/टेक्नोलॉजी या एक वर्ष अनुभव के साथ पीजी डिप्लोमा इन साइंस/टेक्नोलॉजी।

वाँछनीय अर्हताएँ : प्रत्याशी को अनुभव मोलेक्यूलर बायोलॉजी एवं अन्य आधुनिक जैव विषयक्षेत्र होना चाहिए। निम्नलिखित में से किसी एक या उससे अधिक क्षेत्रों में अनुभव होने पर वरीयता दी जाएगी।

अ) पैथोजेनिक ऑर्गेनिज्म की हैण्डलिंग

आ) छोटे प्रयोगशाला जानवरों (चूहे, खरगोश, गिनी सुअरों आदि) के साथ कार्य करना।

इ) ऐसे प्रयोग जिन्हें बायो सेफ्टी लेवल 3 एवं बायो सेफ्टी लेवल 3 वातावरण में करने की आवश्यकता है।

अधिकतम आयु सीमा : 30 वर्ष

जॉब विवरण : प्रत्याशी को सीडीएफडी के विभिन्न वैज्ञानिक एवं सर्विस लेबोरेटरीज साथ ही फेसिलिटीज, जैसे परिष्कृत उपकरण फेसिलिटी, प्रायोगिक पशु फेसिलिटी, बीएसएल 3 फेसिलिटी, जिनोमिक्स फेसिलिटी आदि, में कार्य करना होगा।

टेक्निकल असिस्टेंट (इंस्ट्रुमेंटेशन) (1 पद, अना, कोड सं.3)

पे मैट्रिक्स लेवल – 6 के संशोधित पे स्केल में बेसिक पे रु.35,400/-

आवश्यक अर्हताएँ : बी.एससी. प्रथम श्रेणी या बी.टेक/बी.ई/कुछ अनुभव के साथ फिजिक्स, इलेक्ट्रॉनिक्स/इंस्ट्रूमेन्टेशन में एम.एससी द्वितीय श्रेणी या प्रतिष्ठित संस्थान से कम्प्यूटर जीनियरिंग/हार्डवेयर/सॉफ्टवेयर में 4 वर्ष का डिप्लोमा या सात वर्ष अनुभव के साथ आईटीआई/सर्टिफिकेट/डिप्लोमा इन इलेक्ट्रॉनिक्स/टेलिकम्युनिकेशन/ इंस्ट्रूमेन्टेशन के साथ मैट्रिक्यूलेशन।

वाँछनीय : उपरोक्त क्षेत्र में प्रतिष्ठित संगठन में कार्य अनुभव।

अधिकतम आयु सीमा : 30 वर्ष

जॉब विवरण : नेटवर्किंग एवं सिस्टम एडमिनिस्ट्रेशन क्षेत्रों में आईटी सेक्शन एवं सेंटर इन बायोइन्फोर्मेटिक्स में सहायता करना।

स्क्रिड वर्क असिस्टेंट (1 पद, अना, कोड सं.4)

पे मैट्रिक्स लेवल – 1 के संशोधित पे स्केल में बेसिक पे रु.18,000/-

अधिकतम आयु सीमा : 30 वर्ष

शैक्षणिक अर्हताएँ : मान्यताप्राप्त बोर्ड से मैट्रिक्युलेट या समकक्ष

जॉब विवरण : सफाई सहित लैब/सेक्शन की सामान्य सफाई एवं रखरखाव और टेबल एवं अन्य उपकरणों की डिस्टिंग। लैब/सेक्शन को खोलना एवं बन्द करना एवं सेक्शन/लैब फाइल्स, इनवर्ड एवं आउटवर्क रजिस्टर में नोटेशन करना, फाइलों/दस्तावेजों का डिस्पेट/डिस्ट्रीब्यूशन, बैंक कार्य, फोटो कॉपिंग आदि।

आयु सीमा एवं छूट :

ए) आयु सीमा आवेदन प्राप्ति की अंतिम तिथि को माना जाएगा।

बी) अज/अअजा/अपिब समुदाय, शारीरिक विकलांग (दिव्यांग) एवं भूतपूर्व सैनिक प्रत्याशियों के लिए आयु छूट डीओपीटी ओएमनं. 15012/2/2010 ईएसटीटी (डी) दिनांक 27-03-2012 के अनुसार लागू होगी।

सी) सरकारी विभागों, स्वायत्त निकायों एवं सार्वजनिक क्षेत्र के उपक्रमों में नियमित कार्यरत कर्मचारियों के लिए अधिकतम आयु सीमा में 05 वर्ष तक छूट है।

डी) सीडीएफडी के विद्यमान कर्मचारियों या डीबीटी के कोई भी कर्मचारी अगर वे सीडीएफडी के किसी पद के लिए आवेदन करते हैं, तो अधिकतम आयु सीमा में छूट लागू नहीं होगी।

चयन की विधि : एडमिनिस्ट्रेटिव ऑफिसर, कोड सं. 1 के पद का चयन साक्षात्कार के आधार पर होगा एवं अन्य सभी पदों का चयन डीओपीटी दिशानिर्देश के अनुसार लिखित परीक्षा/निपुणता परीक्षा के आधार पर होगा। प्रत्याशियों की जानकारी के लिए लिखित परीक्षा, पाठ्यक्रम इत्यादि योजना को वेबसाइट पर यथा समय होस्ट किया जाएगा।

इस विज्ञापन को लागू करने वाले आवेदन पत्र और अन्य नियम और शर्तें सीडीएफडी की वेबसाइट

<http://www.cdfd.org.in> से डाउनलोड की जा सकती है। भरे हुए आवेदनों को प्राप्त करने की अंतिम तिथि रोजगार समाचार में प्रकाशन की तिथि से 4 सप्ताह है।

हस्ता/-
प्रभारी-प्रशासन
सी.डी.एफ.डी.

Size: 15 x 38 = 570 sq.cm



डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

इनर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत
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वेबसाइट / Website : <http://www.cdfd.org.in>

ADVERTISEMENT NO. 02/2019

Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute funded by Department of Biotechnology, Ministry of Science and Technology, Government of India, that has been established to provide services in the areas of and to undertake R & D in DNA Fingerprinting, DNA Diagnostics and other areas of modern biology.

CDFD wishes to fill up the under mentioned Administrative & Technical Cadre (Core) vacancies on Direct Recruitment basis.

ADMINISTRATIVE OFFICER (1 Post, UR, Code No. 1)

Basic Pay Rs. 67,700/- in the revised pay scale of Pay Matrix Level – 11.

Educational Qualifications and Experience:

A 1st class Graduate with PGDM or MBA, with 5 years experience in Govt. / Autonomous Scientific R & D organizations.

Desirable Experience: Experience should be in areas of Administration / Materials / Finance / Establishment / Human Resource Management, etc.

Maximum Age Limit : 40 years

Job Description: (i) To look after establishment, Personnel, Stores & Purchase, Campus Maintenance, Estate Management including Guest House & Hostel Accommodation, Security Watch and Ward Services, Contract Management, advising the Director in all administrative / legal / statutory matters, convening various Statutory and Non-Statutory meetings, Selection Committees etc.,

(ii) Handling various Administrative matters, Recruitments, Training, promotions, etc.

(iii) To provide day to day MIS reports / data to the external Agencies, etc. and any other duties assigned by the Director from time to time.

TECHNICAL ASSISTANT (SCIENTIFIC SERVICES): (1 Post, UR, Code No. 2)

Basic Pay Rs. 35,400/- in the revised pay scale of Pay Matrix Level – 6.

Essential Qualifications : First class B.Sc. / B.Tech. with three years experience OR Post Graduate in Science / Technology or PG Diploma in Science / Technology with one year experience.

Desirable Qualifications : Experience of the candidates should be in Molecular Biology and other Modern Biology disciplines. Experience in any one or more of the following areas is preferable.

- (a) Handling of pathogenic organisms.
- (b) Working with small laboratory animals (mice, rats, rabbits, guinea pigs etc)
- (c) Experiments that need to be performed in bio safety level 2 and bio safety level 3 environment.

Maximum Age Limit: 30 years

Job Description: The candidate is required to work in various Scientific and Services Laboratories in CDFD as well as in facilities such as the Sophisticated Equipment Facility, the Experimental Animal Facility, the BSL-3 facility, Genomics facility etc.

TECHNICAL ASSISTANT (INSTRUMENTATION): (1 Post, UR, Code No. 3)

Basic Pay Rs. 35,400/- in the revised pay scale of Pay Matrix Level – 6

Essential Qualifications : B.Sc. First Class or B.Tech / B.E. / M.Sc. Second class in Physics, Electronics / Instrumentation with some experience or B.Sc. (Electronics) or 3 years Diploma in Computer Engineering / Hardware / Software from a reputed institution; or matriculation with ITI Certificate / Diploma in Electronics / Telecommunication/Instrumentation with seven years experience.

Desirable: Work experience in reputed organizations in the above areas.

Maximum Age Limit : 30 years

Job Description: To assist the Centre in Bioinformatics and IT Section in Networking and System Administration areas.

SKILLED WORK ASSISTANT (1 Post, UR, Code No. 4)

Basic Pay Rs. 18,000/- in the revised pay scale of Pay Matrix Level – 1

Maximum Age Limit : 30 years

Educational Qualifications : Matriculate or equivalent from a recognized Board.

Job Description : General cleanliness & upkeep of the Lab / Section including Cleaning and dusting of tables and other equipments. Opening and closing of Lab / Section and maintain Section / Lab Files, inward and outward registers, dispatch / distribution of files / documents, bank work, photocopying, etc..

Age Limit and Relaxation:

- a) Age limits shall be reckoned as on the closing date for receipt of application.
- b) Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dated 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped (Divyangs) and Ex-serviceman shall be applicable.

- c) The Age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories.
- d) Upper age limit is relaxable up to 05 years for the regular employees working in Government Departments, autonomous bodies and public sector undertakings.
- e) Upper age limit shall not be applicable for existing employees of CDFD or any employee of DBT if they apply for any post at CDFD.

Mode of selection : Selection for the post of Administrative Officer, Code No.1 shall be made by interview and for all other posts, selection shall be made on the basis of written test / skill test as per DoPT guidelines. The scheme of written test, syllabus etc., will be hosted on the website for the information of the candidates in due course of time.

OTHER TERMS AND CONDITIONS :

1. The number of vacancies advertised against each category is provisional and may vary at the time of selection, if more vacancies with identical job requirements become available at the time of selection or within one year after the selection, these can also be filled from among the candidates who might apply for the above posts subject to following the DoPT instructions on reservations etc.,
2. The applicant must be a citizen of India.
3. All New Entrants will be governed by the "National Pension Scheme".
4. The candidate selected for the post will be on probation for two years from the date of joining.
5. All applicants must fulfill the requirements of the post and other conditions indicated in the advertisement. Prospective candidates are advised to satisfy themselves before applying that they possess the qualifications laid down for the post as CDFD will not be able to entertain any enquiries in this regard.
6. The candidates are advised to indicate in the application all the qualifications and experience in the relevant areas over and above the prescribed qualifications.
7. The prescribed qualifications should have been obtained through recognized Boards / Universities / Institutions etc.
8. In respect of equivalent clause in essential qualifications, if a candidate is claiming a particular qualification is equivalent qualification as per the requirement of advertisement, the candidate is required to produce order / letter in this regard, indicating the authority (with number and date) under which it has been so treated otherwise the application will be liable for rejection.

9. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
10. If any document / certificate furnished by the candidate is in a language other than Hindi or English, a transcription of the same duly attested by a Gazetted Officer or Notary is to be submitted.
11. Candidates are advised to mention their correct and active email-ID in the application, as all the correspondence like issuance of call letters to eligible candidates or any other information will be communicated through email and will be displayed on the Institute web site. Therefore, all the candidates are advised to check their Emails regularly for any updates from CDFD and also check our web site for any updates.
12. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances.
13. Applications should be submitted well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. CDFD will not be responsible for any postal delay, courier, non-receipt of e-mails etc at any stage.
14. Any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.cdfd.org.in. They should also regularly check their email account for updates.
15. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies must be forwarded through proper channel as per the format indicated at Annexure - I. However, to avoid delay in process, an Advance Copy of the complete application along with all the enclosures (DD, all copies of Certificates, Copies of Educational Certificates and all Experience Certificates etc.) may be submitted directly with in the due date and time. The advance copy will be considered if followed by application sent through proper channel or on production of NOC from the Department at the time of test / Interview.
16. All applications must be accompanied by attested copies of all certificates with respect to Age, Educational qualifications, Technical qualifications and Experience etc.
17. In case a selected candidate is already employed in a permanent post, his / her request for pay protection will be considered as per Government of India rules, regulations and guidelines.
18. The applications would be received only during normal working hours and only on working days (i.e. Monday to Friday and between 09.30 hrs. to 18.00 hrs.).

19. If the last date of receipt of applications happens to be a holiday, the immediate next working day would be the last date of receipt of applications.
20. Incomplete applications and / or the applications received after the last date are not likely to be considered and no interim enquiries will be attended to.
21. Canvassing in any form and / or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
22. Outstation unemployed SC / ST candidates who are called for interview will only be paid Second Class Sleeper fare by the shortest route on production of journey tickets and valid caste certificate. However, travelling allowance is not admissible to those SC / ST candidates who are already in Central / State Government services, Central / State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and to those who have availed concession from Railways, if any, for undertaking journey for attending interview.
23. The candidates are advised to note that the prescribed qualifications are the minimum and mere possession of the same does not entitle the candidates to be shortlisted for Test / interview. The duly constituted screening committee if deemed fit may recommend for written test at Hyderabad for short listing the candidates based on number of applications received and the functional requirements of the Centre.
24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / interview will be final and binding on the candidates and no query or correspondence will be entertained in this connection from any individual or his / her agency.
25. Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the Courts situated at Hyderabad.
26. The selection of the candidate will be based on his performance in written test / trade tests etc., subject to Medical fitness and Character / Antecedents verification from concerned authorities.
27. The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case, it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her services shall be liable to be terminated.
28. **Application Fee:** Payable by a Demand Draft favouring 'Director, CDFD, Hyderabad' drawn on any Nationalised Banks in India.

Rs. 500/- for Unreserved candidates and Rs. 300/- for OBC candidates.

No fee for SC / ST and Women candidates.

Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed medical certificate.

- 29.If the Original Demand Draft is not enclosed with the application, the application will be summarily rejected.
- 30.All the Candidates are advised to paginate the application form along with all other enclosures and indicate the total pages in the Check List (Annexure – II).
- 31.Downloaded applications duly completed and supported by attested copies of Educational Certificates, testimonials, Experience Certificates and Caste Certificate in the case of SC/ST/OBC candidates and Disability Certificate in the case of Divyangs issued by the Competent Authority in prescribed format, **duly superscribing the name of the post** in bold letters along with application fee should be sent to the I/c – Administration, Centre for DNA Fingerprinting and Diagnostics (CDFD), Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, India so as to reach on or before **30.12.2019**.

Sd/-
I/c - Administration
CDFD



डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

इनर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत
Inner Ring Road, Uppal, Hyderabad - 500039, Telangana, India

दूरभाष / Tel : +91-40-2721 6000, फैक्स / Fax: +91-40-2721 6006

वेबसाइट / Website : <http://www.cdfd.org.in>

(To be filled in by the candidate in his / her own hand writing)

1. Advertisement No.

2. Post applied for:

Photo

3.

Details of fees	DD No.	Dated	for ₹
(if exempted mention "EXEMPTED" with reason of exemption)			

4. Name: _____
(IN BLOCK LETTERS) (As per SSC / CBSE / ICSE)

5. Father's / Husband's Name:

6. Mother Tongue:

7. a) Date of Birth (Date / Month / Year)

b) Place of Birth :

c) Age as on the last date for receipt of applications: _____ years _____ months _____ days

8. Nationality :

9. Religion :

10. Category (enclose Certificate in case of reserved category) :
Whether UR/SC/ST/OBC(Non-creamy layer) EWS/Divyang/Ex-Servicemen

11. Sex : Male ☐ Female ☐ Transgender ☐

12. Marital Status:

13. Address for Correspondence

Permanent Address

Mobile No. _____

Mobile No. _____

E-mail ID _____

Contd... 2

14. Period of Stay at the above address : _____
15. Have you been convicted by a Court of Law? Is there any legal case filed against you in a Court of Law?
Yes / No
If yes, provide details:
16. Are you related to any body at present employed in CDFD/DBT? Yes/No; If yes, give the name of employee and nature of relationship (i.e., parent, child, sibling, cousin, uncle, aunt, nephew or niece, of self or of spouse)
17. Educational Qualifications:

Level	Degree	Whether obtained through Full-Time Regular Course / Part-Time / Correspondence Course / Distance Education Programme	Year of Passing	College / University / Board	Subject (s)	Division & % marks obtained
Matriculation / SSC						
Intermediate						
Bachelor's Degree						
Post Graduate Degree						
Ph.D.						
Any other diploma certificate etc.	1. 2. 3. 4.					

18. Trainings, courses, workshops, etc.:

Sl. No.	Name of the Training / Workshop	Institute / Organization	Period of Training	Broad areas of coverage

19. Awards and Honours (if any):

20. What languages can you read or speak. State any examination passed in each:

Read only	Speak only	Read & Speak	Examination Passed

21. Are you working at present : Yes / No

22. Nature of Appointment : Regular / Temporary

23. Employment Experience (Starting from current employment):

Date		Employer	Position held	Salary drawn	Reason for leaving
From	To				

24. What type of experience, skills expertise, you have acquired upto now? (attach extra sheets if required) :

25. No. of papers published
Enclose full list and copies of important publications including title, names of all authors, name of Journal, vol. no., page nos., year of publication (attach extra sheets if required).
26. Names of reference with full addresses / telephone no.

Sl. No.	Name	Address	Email / Phone
1.			
2.			

28. Time required for joining if selected:

DECLARATION

I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

Signature of Candidate

Send the complete application with required DD to:

The I/c - Administration
Centre for DNA Fingerprinting and Diagnostics (CDFD)
Inner Ring Road
Uppal, HYDERABAD – 500 039
Telangana, India

**ENDORSEMENT BY THE PRESENT EMPLOYER / APPOINTING AUTHORITY
(FOR APPLYING THROUGH PROPER CHANNEL)**

1. Certified that Mr./Mrs./Miss./Dr. _____
is presently working as _____ with effect from
_____ and has no objection in applying to the post in CDFD
against the above advertisement.

2. It is certified that his / her Entry pay (EP) Level is
_____ and drawing a basis pay of ₹

3. It is certified that no disciplinary or vigilance case has ever been contemplated Or
pending against him / her.

4. It is certified that no minor / major penalty has been imposed on
Mr./Mrs./Miss./Dr. _____ during his / her tenure
at this Office.

Signature: _____

Designation: _____

Seal of the Office

CHECK LIST

S.No.	List of Enclosures	Attached		Enclosures Nos.
		Yes	No	
1	Demand Draft enclosed			
2	Proof of Age			
3	Photocopy of 10 th Standard Certificate			
4	Photocopy of Intermediate / 10+2 Certificate			
5	Photocopy of Graduation Certificate			
6	Photocopy of Post Graduation Certificate			
7	Photocopy of Ph.D Certificate (if applicable)			
8	Photocopies of Technical Qualifications			
9	Photocopies of all Experience Certificates			
10.	Other certificates/testimonials – list out			

Signature of Candidate