

Annexure-I

Instructions to fill in Application Form

- General
- (a) Please download the attached Form, complete it, and return.
 - (b) No Column of application form should be left blank.
 - (c) Use additional sheets where necessary, with relevant columns drawn thereon, inserting proper references.
 - (d) Completed application should be accompanied by all the requisite documents. You are requested to go through the „check list “ of documents before submitting the application. **Incomplete applications are liable to be rejected.**
 - (e) Photocopies of documents asked for need attestation.
- Item No. 1 Name given here should be the same as given in your matriculation/higher secondary certificate and degree certificates. If there is a change, addition or deletion, an affidavit from a Notary Public/Magistrate is necessary.
- Item No.11 In case grades are awarded, please attach the sheet giving conversion of grades to percentage of marks.
- Item No. 13 Specializations may be indicated in terms of (a) Subject (b) Broad Area(s) of specialization and (c) Exact area(s) of specialization.

Check list of documents to be attached

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|-----|---|--------|
| 1. | Photograph on the main application form | Yes/No |
| 2. | Affidavit if you carry different name/surnames in your certificates | Yes/No |
| 3. | Attested copy of School Leaving/High School/Secondary School Certificate (For date of birth) | Yes/No |
| 4. | Attested copies of Mark Sheets/Grade Cards & Degrees for
BSc/MSc/MPhil/PhD
BE/ME/PhD
BPharm/MPharm/PhD
MBBS/MD/MS/MCh/DM/PhD
BVSc/MVSc/PhD | Yes/No |
| 5. | List of Publications | Yes/No |
| 6. | Reprints | Yes/No |
| 7. | Attested copies of Letter(s) of Acceptance for paper(s) accepted for publication & preprints. | Yes/No |
| 8. | Attested copies of Award Letters
For Fellowship: JRF/SRF/RA | Yes/No |
| 9. | Attested copies of Experience Certificates | Yes/No |
| 10. | Attested copy of Release Order from your last employer | Yes/No |
| 11. | No Objection Certificate (NOC) from current employer | Yes/No |
| 12. | Undertaking for resignation from service, if selected | Yes/No |
| 13. | Detailed Research Proposal | Yes/No |
| 14. | Testimonials from 2 Referees | Yes/No |