



## Skill Development Program (SDP) [Biological Sciences]

### Detailed Information about the Program &

### Instructions to Participants for Filling up the Application forms

#### I. Information about the Program

- 1. What is it all about?** The Centre for Cellular and Molecular Biology (CSIR), is offering certification course (Basic/ Advanced) in Skill Development under the CSIR Integrated Skill Initiative. The courses are offered in the areas of 'Cell, Development and Molecular Biology', 'Wildlife Forensics', 'Applied Bioinformatics', 'Microbiology' and 'Instrumentation'. Please see the following link for the courses being offered (<http://www.ccmb.res.in/index.php?view=training&mid=0&id=73&nid=121>). Please see the hyperlinked document of each course for detailed information on curriculum.
- 2. When and how?** Please see Annexure III for details on various courses and the fee structure (Annexure IV).
- 3. Where?** Wildlife Forensics training will take place at LaCONES, CCMB Annexe-I located near Attapur, while the 'Cell, Development & Molecular Biology', 'Applied Bioinformatics', and 'Microbiology' training courses will be conducted at iHUB, CCMB Annexe-II located near Uppal. 'Instrumentation' course would be at the CCMB Main Campus. .
- 4. Who can apply?** Please see the hypelinked document of each course for detailed information on eligibility (<http://www.ccmb.res.in/index.php?view=training&mid=0&id=73&nid=121>).

#### II. Important points regarding filling-up Application form:

1. Applications for Skill Development Program **MUST** be submitted **ONLINE**. Incomplete applications, applications that have not been forwarded appropriately and hard copy of applications will not be considered.
2. All correspondences related to the programme from CCMB to candidate will be done by email. Kindly provide a valid email address in application form. CCMB shall not be responsible for failures due to the invalid email ids provided by the candidate in the application form. **For any queries, kindly write to [sdp@ccmb.res.in](mailto:sdp@ccmb.res.in).**
3. Please uplaod a Statement of Purpose and an updated CV, duly signed by the candidate.
4. Self-attested copy of final mark sheet of the qualifying examination showing the cumulative percentage of marks of all semesters/years or equivalent CGPA, wherever qualifying degree (B.Sc./B.Tech/M.Sc./M.Tech) is the eligibility criteria **MUST** be also uploaded. Students awaiting results **MUST** submit signed certificate on the college/HOD letter head in the format given below as Annexure I.

5. If you are employed you **MUST** submit a forwarding certificate (Annexure II) from your Employer.
6. Filling up this form does not guarantee training at CCMB and conducting of the course would be subject to receiving a minimum number of eligible/short-listed candidates. The decision of the selection committee shall be final and binding. Shortlisted candidates will be informed ~ one month prior to the start of the course. Short - listed candidates should send in their letter of acceptance (see important dates) along with a demand Draft with correct details as per Annexure IV.
7. In exceptional circumstances (when entries are many), there might be an interview held at CCMB. Information about the same would be given at least 10 days in advance.
8. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification.
9. Candidates will not be provided with TA/DA and accommodation would be provided.
10. It is mandatory for participants to complete the course, both in terms of residency time and the grades to earn a certificate.

### **III. Checklist of the completed application form:**

- |   |        |
|---|--------|
| 1. Completed Application Form, signed declaration   | Yes/No |
| 2. Updated, signed CV   | Yes/No |
| 3. SOP  | Yes/No |
| 4. Signed copy of final mark sheet  | Yes/No |
| 5. Certificate from the Head of the Department/<br>Competent authority of the college/institute, if applicable (Annexure I) | Yes/No |
| 6. Certificate from employer, if applicable (Annexure II)   | Yes/No |
| 7. Demand Draft of appropriate amount ( <b>only for selected candidates</b> )<br>(Annexure IV)                              | Yes/No |

### **IV. Mailing address for sending acceptance letter and Demand Draft:**

Dr. Archana B Siva  
Co-ordinator, Skill Development Programme  
Centre for Cellular and Molecular Biology  
Uppal Road  
Hyderabad 500007 (Telangana)

**Please mention on top of the envelope “Application for Skill Development Program-  
“name/code of course” “Year”)**

### **V. Important Dates:**

- |  |  |
|--|--|
| Last date for receipt of Application in CCMB     | Please refer to Annexure III   |
| Intimation regarding selection for the programme | ~1 month before start date of respective courses (refer to Annexure III) |
| Last date for selected candidates to inform      | ~20 days before course start date  |

his/her acceptance to CCMB/Coordinator

## Annexure I

### Certificate from the Head of the Department/Competent Authority of the College/Institute

This is to certify that Mr/Ms. ....is a final semester/year student of.....(BSc./B.E./B.Tech/M.Sc/M.Tech/M.V.Sc,etc) in .....in the.....(University/Institute/College). He/She will appear/has appeared for the final year examination during ..... 2017. His/Her result is awaited. He/She has obtained a cumulative percentage/CGPA of .....in the previous semesters/years exams of this degree.

Place:

Signature and Seal of  
Head of the Department/University/  
College Principal/Head of the Institute

## Annexure II

### Certificate from the Employer

Mr./Ms..... is working in this organization as ..... since ..... on temporary/permanent basis and permitted for admission to the Skill Development Course being held at CSIR-CCMB.

Place:

Date:

Signature of Employer/  
Competent Authority with Seal

**Annexure III:** Course schedule, application deadlines and intimation dates are available at the following links:

<http://www.ccmb.res.in/index.php?view=training&mid=0&id=73&nid=136>

&

<http://www.ccmb.res.in/index.php?view=training&mid=0&id=73&nid=137>

**Annexure IV:** A Demand Draft in favor of “Director, CCMB”, payable at Hyderabad should be sent by only the selected candidates along with their acceptance letter. Candidates may please note that the fee structure is available at the individual hyperlink to the Program.