



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

### **Detailed Information about the Program**

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### **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 In 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 ([https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-\(SDP\)-in-Biological-Sciences](https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-(SDP)-in-Biological-Sciences)). Please check the hyperlinked document of each course for detailed information on the particular course.
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 Annex-I located near Attapur, while the 'Cell, Development & Molecular Biology', 'Applied Bioinformatics', and 'Microbiology' training courses will be conducted at iHUB, CCMB Annex-II located near Uppal. 'Instrumentation' course would be at the CCMB Main Campus. Few webinars shall be conducted in online mode.
4. **Who can apply?** Please see the hyperlinked document of each course for detailed information on eligibility ([https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-\(SDP\)-in-Biological-Sciences](https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-(SDP)-in-Biological-Sciences)).

#### **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 program 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 upload a Statement of Purpose and an updated CV, duly signed by the candidate.
4. Wherever qualifying degree (B.Sc./B.Tech/M.Sc./M.Tech/PhD) is the eligibility criteria, self-attested copy of final mark sheet of the qualifying examination showing the cumulative percentage of marks of all semesters/years or equivalent CGPA, **MUST** be 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. Conduction 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. Shortlisted candidates should send in their letter of acceptance (see important dates) along with the online payment receipt 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 TA/DA. 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:**

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|---|----------------------|
| 1. Completed Application Form, signed declaration   | Yes/No               |
| 2. Updated, signed CV   | Yes/No               |
| 3. SOP  | Yes/No               |
| 4. Signed copy of final marksheet   | 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. Online Payment receipt of appropriate amount ( <b>only<br/>for selected candidates</b> )                                 | Yes/No (Annexure IV) |

### **IV. Mailing address for correspondence:**

Dr. Archana B Siva  
Coordinator, Skill Development Program  
Centre for Cellular and Molecular Biology  
Uppal Road  
Hyderabad 500007 (Telangana)

**V. Important Dates:**

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

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**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.) in the..... (University/Institute/College). He/She will appear /has appeared for the final year examination during ..... (year). His/Her result is awaited. He/She has obtained a cumulative percentage/CGPA of..... in the previous semesters/years exams of this degree.

Place:

Date:

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

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**Annexure II**

**Certificate from the Employer**

Mr./Ms..... is working in this organization as..... since ..... on temporary/permanent basis and is 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 link:

[https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-\(SDP\)-in-Biological-Sciences](https://www.ccmb.res.in/Academics/Training-Programs?rr=Skill-Development-Program-(SDP)-in-Biological-Sciences)

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**Annexure IV:** Online payment link will be provided only to the selected candidates. Candidates may please note that the fee structure is available at the individual hyperlink to the program.