

PROFORMA

1. Post applied for.
2. Name of the candidate
3. Father's/ Mother's Name
4. Nationality
5. Date of birth
6. Marital Status.
7. Postal Address (Including Mobile Number/ Tel/ Email. ID).
8. Permanent Address.
9. Language Proficiency (State Good, Fair or Poor)

Languages/ Specified	Speak	Read	Write

10. Educational qualifications showing the details of degree/ diploma, year of passing marks obtained and University/ Institution (in chronological order).
11. Training attended/ working experience indicating nature and period of work, designation, salary/ emoluments and salary last drawn, employers/ institution in chronological orders with reasons for leaving.
12. Category (General/ SC/ST/OBC/Physical handicapped).
13. Any other relevant information that the candidates are required to furnish/ would like to give.
14. Have you ever been convicted of a criminal offence or been dismissed from employment.
15. References (Name & Occupation, Tel. No. Mobile No. E-Mail)

DECLARATION

I declare that all the information given in my application is correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my removal/ dismissal if, I am appointed.

Place:

Date:

(Signature)

- Note:
- (1) Application should be accompanied with attested copies of certificates and testimonials to prove qualification, experience, training, age, caste in case of SC/ST/OBC etc.
 - (2) Candidates who are employed in Govt. semi-Govt/public sector undertakings should apply through their employers. Candidates are welcome to submit advance copy of applications and in such cases he/ she would be required to submit a "No objection Certificate" from the employer at the time of interview.

Department of Biotechnology
Ministry of Science & Technology
Govt. of India

EMPLOYMENT NOTICE

Bharat Immunologicals & Biologicals Corporation Limited(BIBCOL), a Govt. Of India Undertaking, under administrative control of Ministry of Science and Technology, Department of Biotechnology situated at Village Chola, Distt. Bulandshahr invites applications for one post of **Finance Executive** on purely contractual basis for a period of 2 years with following details:

1. **Essential Qualification:** B.Com with 5 years experience OR CA (Inter) with 4 years experience in company accounting & preparation of financial statements. Operational experience of Tally and/or other finance and accounts softwares is necessary.
2. **Remuneration:** Consolidated Rs.30000/- p.m.
3. **Age:** Maximum 35 years.

Eligible candidates may submit their detailed resume in prescribed format available in company website: www.bibcol.in along with photocopy of testimonials and one photograph to the HOD(P&A), BIBCOL, OPV Plant, Chola, Bulandshahr(UP)-203203 within 30 days from the date of publication of this advertisement.

HOD(P&A)