

SEQUENCE WISE DOCUMENTS CHECKLIST FOR JRF/SRF/PAs/SPAs

Name :
Designation :
Date of Joining :
Project Code :
PI Name :
Mob :
Email :

SI No.	Type of Documents	Attached or Not		
1.	Joining Form	Yes or No		
2.	Offer/Award Letter	Yes or No		
3.	Duty Report Form	Yes or No		
4.	Medical Fitness Form (From Government Medical officer)	Yes or No		
5.	Character Certificate (From Gazette Officer)	Yes or No		
6.	Tenure in CSIR Declaration	Yes or No		
7.	HRA Form	Yes or No		
8.	Staff Club	Yes or No		
9.	IP Policy Agreement Form	Yes or No		
10.	Pan Card	Yes or No		
11.	Aadhar Card	Yes or No		
12.	Bank Passbook Copy	Yes or No		
13.	Educational Qualification	1.	10 th	Yes or No
		2.	12 th	Yes or No
		3.	Degree	Yes or No
		4.	Masters	Yes or No
		5.	PhD	Yes or No
		Others		
		6.		
		7.		
		8.		
		9.		
10.				
14.	Experience (if applicable)			
15.	Others			

All Documents are verified and correct. Administration may kindly issue the joining OM

Head, HRD

CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY

Mall Road, DU Campus (North),
Delhi 110 007

Please affix a recent passport size photograph

Application for joining as Ph.D. Student in CSIR-IGIB
{To be submitted through the Scientist (Supervisor at CSIR-IGIB)}

Name of the Candidate (IN BLOCK LETTERS)										
Father's/Husband's Name		Occupation								
Mother's Name		Occupation								
Religion:										
Date of Birth		SEX		Marital Status		Category				
Tick the appropriate boxes		Male	Female	Married	Single	SC	ST	PH	OBC	Gen
Postal address & Telephone No.										
Qualifying Exam. Cleared *		CSIR		UGC		ICMR		DBT		
(Tick appropriate box)		Others								
Roll No. (Qualifying Exam.)		Date of Examination								
ACADEMIC QUALIFICATIONS*										
Exam. Passed	Year of passing	Board/College – University			% Marks obtained	Class/ Division	Rank, If any.			
M.Sc./M.Tech. In _____										
B.Sc.(Gen/Hons) In _____										
Class XII										
Class X										
Honours and awards, if any.										
Special Training/ Courses taken During the M.Sc/M.Tech.										
Extra-Curricular activities, if any										

Date _____

Signature of the candidate

* Self Attested copies of the certificates should be attached.

Name of the Scientist (Supervisor at CSIR-IGIB) (To be filled by the Supervisor)		
No. of students already registered (To be filled by the Supervisor)		
No. of students awaiting for registration (To be filled by the Supervisor)		
Attested copies of the certificates are attached (Yes/No)		
Contingency and fellowship to be availed through IGIB ? (Yes/No)		

Recommendation of the Supervisor:

The original certificates of the candidate have been verified by me.

Recommended/Not Recommended

Dated: _____

Signature of the Supervisor

Head, HRD

Approved/Not approved

Director, CSIR-IGIB

Note:

If you were employee of CSIR-IGB in other project please attach the copy of "No Demand Certificate".

Please give your bank account number for quick transaction of your salary.

Account No: _____

Bank Name, Branch & City: _____

IFSC Code: _____

PAN Card Number: _____

Aadhar card Number: _____

CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY

Delhi University campus, Mall Road,
Delhi – 110007

JOINING REPORT*

(Dr./Mr./Ms.) _____ do hereby report on duty as
(Designation) _____ on (date) _____ forenoon/afternoon to work
with Dr. _____.

The joining of the candidate is subject to acceptance to the following conditions:

1. He/She shall follow the rules and regulations of the Institute.
2. The publication right/Intellectual Property Rights of the work carried out at the instituteshall belong only to IGIB/CSIR.

I hereby accept above conditions.

Signature of the Candidate: _____

Delhi address: _____

Contact Phone No. _____

E-mail ID: _____

In IGIB : Room No. : _____

Intercom No. : _____

He/She will work with _____.

Signature of the Project Leader

Note:

All researchers (including PhD students, Research Associate, Project Staff) have to get their 'No dues' done within 3 months of resigning, otherwise, CSIR-IGIB will not release last month salary.

**CSIR-Institute of Genomics and Integrative Biology
Mall Road, Delhi-110007**

H.R.A. CERTIFICATE

(Please Tick the applicable items, delete underlined Phrases which are not applicable)

1. Certified that I am residing in home-

- a. Hired by me/an undivided Hindu family
- b. Owned by me/an undivided Hindu family

In which I am a Co-partner and I am incurring some expenditure on rent / contributing towards rent.

2. Certified that I am residing in-

- a. Govt. allotted accommodation.
- b. IGIB Hostel
- c. CSIR Guest house

Dated: _____

Signature: _____

Name: _____

Emp-ID: _____

Designation: _____

Resi.Address: _____

Contact No:- _____

Recommended & Forwarded

Sectional Head/Project Leader

Name: _____

Design: _____

**CSIR-Institute of Genomics and Integrative Biology
Mall road/Mathura Road campus, Delhi,**

Staff club membership form

Employee ID: _____

Employee Name: _____

Staff club membership willingness: [Yes/No]

Club subscription charges (INR): [30/50/100]

Mobile No: _____

Signature _____

(Name in block letters)

CSIR-Institute of Genomics and Integrative Biology

IP Policy Agreement Form

I, _____ (*Name*), Employee ID No. _____, engaged in _____ (*Project Code*), hereby agree to abide by the terms and conditions of the Intellectual Property (IP) Policy of CSIR/IGIB (hereinafter referred to as 'CSIR/IGIB IP Policy'), including any amendments made to the same from time to time during the period of my employment/engagement/association with CSIR/IGIB (hereinafter referred to as 'CSIR/IGIB').

In particular, I agree to the following:

1. I will be governed by the CSIR/IGIB IP Policy and all its provisions including but not limited to ownership (and exemptions thereto) of intellectual property developed with my contribution, during the course of my employment/engagement/association with CSIR/IGIB.
2. I assign to CSIR/IGIB all right, title and interest in intellectual property of any kind whatsoever developed with my contribution during the course of my employment/engagement/association with CSIR/IGIB. I agree to execute and deliver all documents, and do any and all things necessary and proper on my part to effectuate/perfect such assignment. The aforesaid, and any residual obligations pertaining thereto, shall be fulfilled by me even after the culmination/termination/expiry of my employment/engagement/association with CSIR/IGIB.
3. In return of such assignment, CSIR/IGIB will endeavor to protect such intellectual property as per its existing norms. I hereby expressly consent and agree that any revenue received by CSIR/IGIB from licensing/deployment/commercialization of such intellectual property, will be shared with the creator(s) as per prevailing norms of CSIR/IGIB IP Policy.
4. I shall not enter into any agreement/arrangement with any third party/parties, containing obligations which are in conflict with this agreement, or create or attempt to create any third-party rights, except with explicit approval/permission of CSIR/IGIB.
5. Subject to the provisions of clause 2 hereof, this agreement is effective from my date of joining at CSIR/IGIB or the date of the IP Policy, whichever is later, and is binding on me till my employment/engagement/association with CSIR/IGIB.

I expressly understand, acknowledge and hereby agree to the above-mentioned terms.

Signature:

Date:

CHARACTER CERTIFICATE

Certified that I have known Mr./Ms./.....
Son/daughter of Shri..... for the last.....years
.....months.

He/She bears a good moral character and is ofnationality.

He/She is not related to me.

Place:
Date :

Signature

Name (in Capital Letters)
Designation & Address with Stamp

MEDICAL FITNESS CERTIFICATE

This is to certify that I have carefully examined Mr/Ms
Son/daughter ofaged.....of village.....
.....District.....state.....
.....Pin Code.....

He/She is in good mental and physical health and is free from any physical defects such as deafness, colour blindness, and any chronic or contagious diseases.

This certificate is being issued to him/her for the purpose of

Signature of Candidate:

Medical Officer's Name:

Registration Number:

Signature with Seal: