



General Guidelines and Application Forms for applying for Research Internship/ Training/ Project Work at CSIR-IHBT, Palampur.

Candidates need to apply through prescribed Application Forms, either (1) or (2) only, based on your eligibility.

Application Form (1) (For candidates pursuing UG/ PG Degree having recommendation from the Institute).

Or

Application Form (2) (For candidates who have completed their UG/ PG Degree; or UG/ PG pursuing candidates without recommendation from the Institute).

How to Submit form:

We accept soft as well as Hard copies of the application.

Kindly submit:

- i) Soft copy of the duly filled application form and marksheet of the last examination passed, through e mail to: training@ihbt.res.in (original hard copies are required at the time of joining, if selected).

Or

Send photocopy of the application and self attested copies of requisite documents to:
The Coordinator, Training Cell,
CSIR-Institute of Himalayan Bioresource Technology,
Post Box-6, Palampur, Himachal Pradesh 176 061.

Note: Kindly bring two Passport size photographs at the time of joining.

Selection Procedure:

After receiving duly filled application along with requisite documents, the application will be shortlisted through a screening process of the Institute and the selected candidates will be intimated through e-mail for joining at CSIR-IHBT, Palampur.

(No. of candidate selected may vary in different batches, depending upon the vacancies/ requirement received from scientists).

Internship/ Project Work/ Training Charges:

Charges for providing lab infra-structure facilities, chemicals, consumable etc. are as follows:

Duration	Charges (Rs.)
Upto 1 month	10,000/-
Exceeding 1 & upto 3 months	15,000/-
After 3 months to 1 year	5000/-per month extra

GST Extra @18% is applicable on above mentioned fee. However, it will be reviewed as per guidelines issued by the Government of India from time to time.

However, relaxation in charges is applicable as:

1. A concession of 25% towards training charges would be given to trainees from universities having active MoU with CSIR-IHBT.
2. A concession of 50% towards training charges would be given to trainees in the subject area of Bioinformatics/ other disciplines where no expenditure is involved towards chemicals at Lab levels.
3. The trainees from Universities where students from CSIR-IHBT are registered for their Ph.D. would be exempted from training charges. (Number of students will be accommodated as per the vacancy of the Laboratory).
4. The wards of CSIR's employees and ex-employees are exempted from training fee.
5. Concessions in training charges may be given on case to case basis after receiving request from economically/ socially weaker sections of society having annual income less than one lakh supported with latest valid income certificate issued by the Revenue Officer not below the rank of Tehsildar. The concessions/ waiver in fee is applicable only for 10 candidates on the basis of first come first serve i.e. from the date of receipt of application in the Institute.
6. In case trainee leaves the training within 07 days from the date of start of training, then 75% fee shall be refunded. After that no refund will be given in any case to the trainee.

Note: Training charge is to be deposited after joining the Institute (will be guided at the time of joining) through 'Bank Draft' or 'Banker's Cheque' in favour of "Director CSIR-IHBT, Palampur" or through online mode: Name of Account-Director CSIR-IHBT, Palampur; Bank-State Bank of India; Account No.-30268795419; Branch Code (IFSC Code)-SBIN0003632; MICR Code-176002063.

General Guidelines/ Terms and Conditions:

1. Candidate can apply throughout the year.
2. Hostel facility is available (double or triple sharing) on payment basis (Rs. 1500.00 per month per person; plus Electricity and Food Charges), based on the availability at the time of joining. Mattress, cot, geyser, fan, table, chair and almirah will be provided in the room. If not interested to opt for hostel facility or non-availability of the hostel rooms, trainees shall have to make their own arrangement for boarding and lodging.

3. The research intern/ trainee/ student will have to strictly and mandatorily follow all the norms and guidelines issued by different Central & State agencies and CSIR-IHBT for joining and during training period.
4. Upto one-month duration, only certificate will be issued and no project report will be provided.
5. Trainee/ parent Institute will not claim any authorship in any publication(s) / patent(s) / IPR / knowhow arising out of work being conducted at CSIR-IHBT, Palampur.

Note: In case of Ph.D./ M.Tech/ M.Pharma students, IPR and publication can be shared based as per CSIR-IHBT guidelines.

Trainee will not publish, upload or circulate any information related to project work (part or whole) in any form (electronic/ print/ social etc.). The data generated/ information received during training at CSIR-IHBT will be used exclusively for compiling project report towards fulfilment of requirements for the degree.

6. CSIR-IHBT is the sole custodian of all the data / information generated during training/ internship period and the Institute is fully authorized to use the information as deem fit.
7. Trainee will be solely responsible for the safe conduct of experiments in the Institute and shall be abiding by the guidelines / norms of CSIR-IHBT.
8. The research intern/ trainee/ student will have to strictly and mandatorily follow all the norms and guidelines issued by different Central & State agencies and CSIR-IHBT regarding any medical or health advisories.
9. The trainees will be solely responsible for the safe conduct of experiments in the Institute and shall be abiding the guidelines / norms of CSIR-IHBT during training period.
10. Kindly read and understand all the guidelines/ terms and conditions carefully before applying.
11. Incomplete forms will be not be considered for screening.
12. Applicant's Institute/ Applicant seeking any specific requirements/ formalities regarding training/ trainees from CSIR-IHBT should be clearly mentioned at the time of submission of application form.
13. No interim queries will be entertained. Kindly apply at least one month before the proposed date of your training.
14. Photography and videography during experimentation/ training will be done in the lab/ fields by CSIR-IHBT and will be used by the Institute for social media, news coverage, other official records and purposes.
15. The decision of competent authority of CSIR-IHBT shall be considered as final.



APPLICATION FORM (1) FOR TRAINING AT CSIR-IHBT, PALAMPUR (H.P.)

(For candidates pursuing UG/ PG Degree having recommendation from the Institute)



1. Name of Applicant (In Capital Letters):
2. Father's Name:
3. Preferences of Training: 1..... 2.....
3..... 4..... 5.....
6..... 7..... 8.....

Paste a self-attested passport size photograph

(Areas of training: Biotechnology; Plant Tissue Culture; Food Technology; Pharmacology & Toxicology; Bioinformatics; Botany; Agronomy; Plant Breeding; Floriculture & Landscaping; Biodiversity; Ecology; Remote Sensing; Zoology; Entomology; Chemistry; Biochemistry; Chemical Engineering; Any other-Please specify)

4. Duration of Internship/ training (In days/ months):
5. Proposed date of joining at CSIR-IHBT (Date/Month/ Year):
6. Name of the College/ University/ Institute:
7. Name of Affiliated University: (In case of college applicants)
8. Name of Degree: Year/ Semester:
9. Degree (Pursuing Completed) Gender: Male/Female.....
10. Date of Birth:/...../..... Category: SC/ ST/ OBC/ Gen/ EWS /Divyang
11. Nationality:..... Region: Urban/Rural
12. E-Mail:
 - Student:
 - Parents/ Guardian:
 - HoD/ Institute:
13. Contact Detail:
 - Student: Mob. Tel.
 - Parents/ Guardian: Mob. Tel.
 - Office/Parent Institute: Mob. Tel.

14. Academic Record (Starting from matriculation onwards upto pursuing degree)

No.	Class/ Degree	Name of School/ College or University	Year of Admission	Year of Passing	Marks (Obtained/ Total) / OGPA	Percentage of marks	Rank/ Division if any
1.	Matriculation						
2.	10+2						
3.							
4.							
5.							
6.							

13. Is this internship/ training is mandatory as partial fulfillment for the award of this degree? (Yes/No)
If yes, kindly mention it in Annexure-3)

14. Any other information/
Research Training (if any):

15. Address for Correspondence:

16. Permanent address:

17. Are you a ward of CSIR employee? (Yes/ No)
If yes, the Name/Designation/ID no./Name of the Lab/Institute/Hqrs of CSIR employee:

All the information furnished above is true to the best of my knowledge. I have read, understood and accepted the terms and conditions of internship/ training/ project work at CSIR-IHBT (Attached Annexures; terms and conditions)

Date:

Place:

(Signature of Applicant)



सी.एस.आई.आर-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर, (हि.प्र.)

CSIR-Institute of Himalayan Bioresource Technology, Palampur-176061 (H.P.)



UNDERTAKING

I _____ D/o / S/o Sh. _____ student of class _____ of _____ (College/ University/ Institute) hereby agree to the following terms and conditions in lieu of the CSIR-Institute of Himalayan Bioresource Technology (IHBT) agreeing to allow me for undertaking internship/ training/ project work:

- i) That I shall use the data generated/ information received during my tenure at CSIR-IHBT exclusively for compiling project report towards fulfillment of my requirements for _____ degree for the year/ session _____.
- ii) That I will not claim any authorship in any publication(s)/ patent(s) / IPR / knowhow arising out of work being conducted at CSIR-IHBT, Palampur (Applicable for all candidates). (Yes/ No)

Or

In case of Ph.D./ M.Tech/ M.Pharma students, IPR and publication can be shared after consent from concerned supervisor from CSIR-IHBT and as per CSIR-IHBT guidelines. (Yes/ No)

- iii) That I agree that information related to project work (part or whole) shall not be published or uploaded in any form (electronic / print/ social etc.) by me/ my parent Institute.
- iv) That the CSIR-IHBT is the sole custodian of all the data / information generated during training and the Institute is fully authorized to use the information as deem fit.
- v) That I will be solely responsible for the safe conduct of experiments in the Institute and shall be abiding by the guidelines / norms of CSIR-IHBT during training period.
- vi) I re-iterate that the College/ University/ Institute other than CSIR-IHBT shall have no claim/ right on the data generated during this internship/ training/ project period.
- vii) That I will strictly follow all the norms and guidelines issued by different Central & State agencies and CSIR-IHBT regarding any medical or health advisories.
- viii) That I shall be abiding by the guidelines/ terms and conditions of CSIR-IHBT during my internship/ training/ project period.

I have read, understood and accepted the terms and conditions for training at CSIR-IHBT, Palampur.

Name & Signature of the Applicant

Signature of Recommending Official-Name with stamp

(Guide/ HoD/ Dean....)

Date:

Place:

On Letter Head of parent Institute

Letter of Recommendation

To,

The Director,

CSIR-Institute of Himalayan Bioresource Technology,

Post Box. No. 06, Palampur (H.P.) - 176061

Sub: Request for Internship/ Training/ Project Work at CSIR-IHBT, Palampur (H.P.)

It is certified that Ms./ Mr..... (Roll / Registration No.)
is a bonafide student of(Name and Address of
the College/ University/ Institute) affiliated to(Name of the
University) year/ semester..... in the Department of
..... She/ He needs to undertake Internship/ Training
/Project work for (days/ months) in your Institute from (tentative dates)
.....to

The Internship/ Training /Project work is (mandatory/ not mandatory) as
a part of her/ his course curriculum for the award of the degree.

It is our responsibility to protect the confidentiality of the data generated by the recommended
student during her/ his tenure at CSIR-IHBT. Data shall not be published/ shared in any form as per
the submitted undertaking form. The student has been adequately informed to strictly abide by the
rules, regulations and discipline of your Institution during the training period.

It is further submitted that student will follow the norms and guidelines issued by different Central
& State agencies and CSIR-IHBT regarding any medical or health advisories.

To the best of my knowledge, Ms./ Mr.....bears good moral character
and conduct.

With Regards,

Yours Sincerely,

**Signature and name of recommending
official with stamp
(Guide/ HoD/ Dean....)**

Date:

Place:



APPLICATION FORM (2) FOR TRAINING AT CSIR-IHBT, PALAMPUR (H.P.)

(For candidates who have completed their UG/ PG Degree; or UG/ PG pursuing candidates without recommendation from the Institute)

1. Name of Applicant (In Capital Letters):
2. Father's Name:
3. Preferences of Training: 1..... 2.....
- 3..... 4..... 5.....
- 6..... 7..... 8.....

Paste a self-attested passport size photograph

(Areas of training: Biotechnology; Plant Tissue Culture; Food Technology; Pharmacology & Toxicology; Bioinformatics; Botany; Agronomy; Plant Breeding; Floriculture & Landscaping; Biodiversity; Ecology; Remote Sensing; Zoology; Entomology; Chemistry; Biochemistry; Chemical Engineering; Any other-Please specify)

4. Duration of Internship/ training (In days/ months):
5. Proposed date of joining at CSIR-IHBT (Date/Month/ Year):
6. Name of the College/ University/ Institute:
7. Name of Affiliated University: (In case of college applicants)

8. Name of Degree: Year/ Semester:
9. Degree (Pursuing Completed Gender: Male/Female.....
10. Date of Birth:/...../..... Category: SC/ ST/ OBC/ Gen/ EWS /Divyang
11. Nationality:..... Region: Urban/Rural

12. E-Mail:
 - Student:
 - Parents/ Guardian:
 - HoD/ Institute:

13. Contact Detail:
 - Student: Mob. Tel.
 - Parents/ Guardian: Mob. Tel.
 - Office/Parent Institute: Mob. Tel.



14. Academic Record (Starting from matriculation onwards upto pursuing degree)

S. No.	Class/ Degree	Name of School/ College or University	Year of Admission	Year of Passing	Marks (Obtained/ Total) / OGPA	Percentage of marks	Rank/ Division if any
1.	Matriculation						
2.	10+2						
3.							
4.							
5.							
6.							

13. Is this internship/ training is mandatory as partial fulfillment for the award of this degree? (Yes/No)
If yes, kindly mention it in Annexure-3)

14. Any other information/
Research Training (if any):

15. Address for Correspondence:

16. Permanent address:

17. Are you a ward of CSIR employee?(Yes/ No)
If yes, the Name/Designation/ID
no./Name of the Lab/Institute/Hqrs
of CSIR employee:

All the information furnished above is true to the best of my knowledge. I have read, understood and accepted the terms and conditions of internship/ training/ project work at CSIR-IHBT (Attached Annexures; terms and conditions)

Date:

Place:

(Signature of Applicant)

Affidavit (From Notary on Stamp Paper)

I, (Full Name of applicant) (DoB) D/o / S/o Sh.
..... Resident of (Full Address)
hereinafter referred to as deponent do hereby solemnly affirm and declare on oath as under: -

1. That the deponent has done her/ his (name of Degree) from
..... (Name of college/ University with Registration No..... in
(Year/ Session)
2. That the deponent wants to do (Days/months) training in CSIR-IHBT,
Palampur and cannot provide the reference letter for the said training form the University.
3. That the deponent agree that information shall not be published or uploaded on the Web (part
or whole) in any form (electronic / print/ social etc.).
4. That the deponent ensures that the deponent will not leave the training course in mid and will
not demand the refund of the training fees.
5. That the deponent shall not stake any claim for IPR protection/ rights for the said work
component and even after its commercialization. CSIR-IHBT is the sole custodian of all the
data/ information generated during my tenure as a trainee, and the Director, CSIR-IHBT is
fully authorized to use the information as deem fit.
6. In case of Ph.D./ M.Tech/ M.Pharma students, IPR and publication can be shared, after consent
from concerned supervisor from CSIR-IHBT and as per CSIR-IHBT guidelines.
7. That the deponent re-iterate that other than CSIR-IHBT shall have no claim/ right on the data
generated during this training period.
8. That the deponent shall be solely responsible for the safe conduct of experiments in the Institute
and shall be abiding by the guidelines / norms of CSIR-IHBT during training period.
9. That the deponent shall strictly follow all the norms and guidelines issued by different
Central & State agencies and CSIR-IHBT regarding any medical or health advisories.
10. That the said affidavit is also duly signed by the parents/ guardian of the deponent.

Deponent

(.....)

Name & signature

Verification: - I, the above named deponent do hereby further declare that the content of the this
affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed
therein.

Declared and verified at(Place) on(dated).

Identified by: -

(Signature)
Notary Name

(Signature)
(Parent/ Guardian Name)

(Signature)
Deponent Name