# CSIR – CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE
# MYSURU – 570 020

## HOW TO FILL UP THE APPLICATION FORM

**Name:**
ENTER your name IN FULL and in BLOCK letters as given in your X std Marks Card

**Address Line 1 to 3:**
Enter your address in the spaces provided.  Leave the line blank if there is nothing more to add

**Address Line 4:**
Enter the name of your city and its PIN Code

**Address Line 5:**
Enter the State and Country

**Residence Telephone Number:**
Enter the STD Code and Landline Number.  If there is NO Landline number, then leave the STD Code blank and enter the 10 digit mobile number of your residence.

**Mobile Number:**
Enter your 10 digit mobile number.  DO NOT prefix 0 before the number.  Only 10 digits can be entered.

**E-mail:**
Enter your email address properly.

**Gender:**
Click on the gender correctly.

**Nationality:**
Enter your nationality.

**Date of Birth:**
Select your date of birth as given in your Tenth standard marks card.

**Category:**
Select the Category to which you belong.  Only for OBC candidates the Sub-category of IA or IIA or IIB etc has to be mentioned.  Only OBC candidates have to attach an attested copy of

certificate issued from competent authority which is not older than 6 months from the date of applying online.  SC, ST and UR category students should leave this field blank.

**Do you have any Physical Disabilities (Y/N):**
Indicate appropriately.  If YES, then certificate issued from the Competent Authority has to be enclosed.

**Details of Demand Draft:**
The Demand Draft should be in favour of DIRECTOR, CFTRI for Rs. 500/- payable at "MYSURU".  Enter the six digit Demand Draft Number and Name of the Bank properly.  A SPECIMEN image is given below.



**Particulars of Parent/ Guardian:**
**Father's Name:**
Select Title appropriately, and Enter Father's name
**If employed, details of employment along with contact address:**
Enter this column only if Father is alive.  If in service, enter Designation and FULL address of place of work.  If retired, enter RETIRED.  If Father is not alive, then details of employment, Father's mobile number and Annual Income are not required.
**Mother's Name:**
Select Title appropriately, and Enter Mother's name
**If employed, details of employment along with contact address:**
Enter this column only if Mother is alive.  If in service, enter Designation and FULL address of place of work.  If retired, enter RETIRED.  If Mother is not alive, then details of employment, Mother's mobile number and Annual Income are not required.

**Name of the Guardian:**
Name of the Guardian is required only if 1) Parents are not alive, or 2) If either parent is alive but unable to take care of education of candidate.

**EDUCATION DETAILS:**
SSLC/ SSC or Equivalent is the Tenth standard of school.  Enter the name of Institution/ School, Board and Year of passing.  Enter EITHER Percentage or Grade as announced by the Board.

**Higher Sec. / Pre-University:**
In this column, enter the details of College, Board and Year of passing of the Twelfth standard. Enter EITHER Percentage or Grade as announced by the Board.

**Any other (Specify)**
This column needs to be filled up if any Diploma course has been completed by the candidate.

**QUALIFYING EXAM DETAILS**
**Name of the qualifying Exam:**
Enter the Name of the qualifying exam. For eg., Either B.Sc or B.Tech or B.E, etc

**Duration of the course:**
Select the duration – only ONE option either in semesters or in years.

**Year of Passing:**
Enter the year when the qualifying exam was passed

**Percentage of Marks:**
In this column, enter the percentage of marks as declared by the University.  Select only ONE option either Percent or CGPA, not both.

**Marks obtained in words:**
The marks obtained should be mentioned in words.  For eg., 75.1% should be written as Seventy five point one.

**CGPA converted to percentage:**
This applies to students whose CGPA or SGPA or OGPA is declared.  Convert the grade into percentage and enter the same here, in numbers.

**Provide formula for calculation of percentage in case of grade declaration:**
Do NOT enter formula ONLINE.  After completion of entries of all fields, take a legible printout and then enter formula MANUALLY.
**Upto which semester/ year….**

In the case of students who have ALL the marks cards of ALL the semesters, then write FINAL (either in Year or Semester column, as the case may be. Only in one column, not both.) In case of candidates who have marks cards up to penultimate semester/ year, then write the appropriate Semester/ Year. For eg., in case of a candidate from B.E, then write SEVENTH in the semester column.

**Name of College/ Institution:**
Enter the Name of the College/ Institution where you studied the qualifying course.

**Name of the University:**
Enter the name of the University which is declaring the results.

**NOTE:** Only students who are confident of getting the final semester/ year marks card so that it can be sent to CFTRI, before 30$^{th}$ June 2015 need apply. Students can also get the Provisional Degree Certificate (PDC) from the college and send it within the stipulated time. Students submitting PDC, if selected, need to show the final marks card/ grade card at the time of admission to the course.

Copy of the final semester/ year marks card mentioning ALL details (Name of candidate and FULL address) and quoting the **UNIQUE REGISTRATION NUMBER** has to be sent to reach CFTRI on or before 30$^{th}$ June 2015. However, marks sheet/ grade cards **RECEIVED AFTER LAST DATE FOR SUBMISSION WILL NOT BE CONSIDERED AND APPLICATION WILL BE REJECTED**.

**Enclose all the documents (attested copies) in the same order as mentioned in the application form without fail. Applications without supporting documents will not be entertained for admission.**

**Please take a LEGIBLE printout of the application form. Retain the ADMIT CARD with you and get the signature of the Principal (with seal) of the college last attended on the photograph.**

**DO NOT FORGET TO BRING THE ADMIT CARD WITH YOU FOR THE ENTRANCE EXAM. STUDENTS WITHOUT ADMIT CARD SHALL NOT BE ALLOWED TO WRITE THE ENTRANCE EXAM.**

**GOOD LUCK!**