

## TRAINEE APPLICATION FORM INSTRUCTIONS

**Before filling the application form please read the instructions and information broucher properly.**

1. Registration fees (Rs. 500) is Non refundable.
2. Candidate can pay the fees either directly to the office by cash or bank draft. Kindly mention the DD.NO and bank details on the appropriate column.
3. The Course fees should be sent by Demand Draft in favor of Refsyn biosciences pvt ltd payable at Reddiarpalayam, Puducherry.
4. Candidates should submit their two passport size photograph along with the registration.
5. A copy of address proof should be submitted at the time enrollment
6. Candidate who are coming for the Project/ Dissertation, get the permission letter from their HOD/Principal. If candidates come in batch, they will get concession.
7. Candidate can select the module as per their requirement. For that read the information broucher carefully. Candidate can choose more than one module after the discursions with the Project Manager.
8. Fee installment facility is available only for certain modules.
9. Selection of candidates will be based on first come first serve basis
10. If the candidate is unable to join the current batch, Registration fee will be valid for next six months from the starting date of particular batch.
11. Course Fees once paid cannot be refunded under any circumstances. However, if the candidate wishes to change his/her course period for next six months.
12. Candidates have to soft copy & hard copy of their project/dissertation to the management, then only the certificate will be issued.
13. On the basis of candidates requirement accomadation facility can be arranged.
14. All right reserved by REFSYN RESEARCH TECHNOLOGIES PVT LTD.



## **DURING TRAINING SESSION**

Candidates should be strictly following the lab rules:

1. Students are advised to bring their own lab coats and a marker pen on the day of course commencement.
2. An observation note book and safety aspects will be provided by the organization.
3. If there is any breakage, breakage fees will be claimed from the candidate
4. Handover the chemicals /glass & plastic ware properly on store in charge to avoid breakage fees.
5. Candidates are required to maintain the attendance of at least 90% during training session to get his/her certificate.
6. Candidates are required to maintain silent, cleanness & discipline during lab as well as class session and if management find any misbehavior without any intimation candidate will be discontinued from the course and certificate cannot be issued.

**THANK YOU!!!**



## TRAINEE APPLICATION FORM

ENROLLMENT NO:.....(For office use only)

### PERSONAL DETAILS

#### STUDENT

#### RESEARCH FELLOW

#### EMPLOYER

NAME (In Block Letters)			
Qualification		Specialization	
Institution/Company			
Gender	Male / Female	Dob	Age

### ADDRESS DETAILS

Present Address		Permanent Address		Paste Your Photograph here
Residence Telephone No.	Mobile No.		Email id.	
Contact No. in case of any emergency	Person to be contacted		Relation	

Interested to join for : **COURSE/PROJECT**

### COURSE DETAILS

Course Code	Module Code	Topic	Duration	Fees

**NOTE:** For details, please read the Information Brochure and candidate can choose more than one module.

### PROJECT/DISSERTATION WORK

Course Code	Module Code	Topic	Duration	Fees

**NOTE:** candidates has to submit the permission letter from HOD or Principal of their institute

