Bombay College of Pharmacy (Autonomous)

Kalina, Santacruz (East), Mumbai 400 098

Instructions for filling the Application Form for the post of Principal

a. The entire application shall be in three parts:

  1. Application form (with Declaration) 2. Check list and 3. Annexures

b. The Application form shall be typewritten

c. No part of the form should be left blank

d. All the pages of the application form should be numbered (bottom right corner)

e. Attach self-attested photocopy of relevant documents as Annexures

f. Identify photocopy of each attached document with Annexure No. conspicuously handwritten on the top right corner of the document.

g. For more than one type of document attached for a specific point in the application form, identify the document with the Annexure no. followed by alphabet.

  e.g for point no.5 in the Application Form

h. Present Employment *(attach photocopy of latest salary slip and appointment letter);* identify latest salary slip as "Annexure 5A and Appointment letter as Annexure 5B. If there is more than one appointment letter mark the same as Annexure 5B (i), Annexure 5B (ii) and so on.

i. Annexures shall have handwritten page number (in continuation with Application form & check list) and the same shall be specified in the page no. column of check list.

j. Do not change the font, font size, number sequence or margin settings in the form.

k. Avoid break up in the tables at the end of the page. Use separate page if necessary.

l. Applicants should take a printout of duly filled form, sign the declaration, attach duly filled checklist followed by the labelled Annexures to make complete set of application.

m. The duly filled application form along with the necessary annexures can be mailed to chairman@bcp.edu.in and a hard copy of the same should reach The Chairman - Governing Body, Bombay College of Pharmacy, Kalina, Santacruz (E), Mumbai 400098 on or before **15 days after the lockdown in Mumbai has been lifted**.