

## Indian Institute of Tropical Meteorology, Pune - 411008

### Instructions to fill up the online form for recruitment of Hindi Translator (Advt. No. PER/09/2018)

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| 1 | Kindly read the detailed advertisement carefully before applying for the post of Hindi Translator   |
| 2 | Candidates should upload relevant documents (.pdf only, max size 5 MB) and photo (.jpg/.png/.gif max size 100 KB) are compulsory to upload at the end of the form. Also make sure that your filename should not have more than one dot. <b>All documents copies and CV are to be uploaded in a single pdf file.</b> |
| 3 | After filling up the form, the applicant may preview the form before submit, in a popup window and make changes if any. Unless the applicant clicks submit button at the end of the form, his/her application is not submitted. Once submitted, no changes can be made in the form.                                 |
| 4 | Applicant should receive an auto generated email from <a href="mailto:iitmjobs@tropmet.res.in">iitmjobs@tropmet.res.in</a> with an acknowledgment number. This confirms that his/her application is submitted with both attached files. Email also contains the filled in form. Do not reply this mail.             |
| 5 | If you do not receive an email, check the spam/junk folder.   |
| 6 | Photo is not part of this email. You get this email means it is confirmed that the attachments were received properly.  |
| 7 | Please note that acceptance of your online application does not confirm your eligibility for the post.  |
| 8 | After submitting online application candidate must send hard copy of their application by Registered Post/ Speed Post only along with all necessary documents (photo copy of educational certificates, cast certificates, experience certificates, training undergone etc.).  |

Link for online form <http://www.tropmet.res.in/~cdd/job/hindi-post.php>

For problems related to form-filling, contact : [swati@tropmet.res.in](mailto:swati@tropmet.res.in)

Contact email for other queries: [vijaya@tropmet.res.in](mailto:vijaya@tropmet.res.in)