

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE - 411008.

Instructions to fill online form for recruitment to various project posts on short term contract basis (Advt. No. PER/05/2022).

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| 1. | Kindly read the detailed advertisement carefully before applying for the above posts. |
| 2. | Candidates should upload educational certificates, cast certificates, experience certificates in their CV, Detailed resume (.pdf only, max size 4 MB) and photo (.jpg/.png/.gif max size 100 KB) are mandatory to be uploaded at the end of form. Also make sure that your filename should not have more than one dot. |
| 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. | GPA /CGPA marks should be converted to percentage by the candidate. |
| 5. | Please enter detailed list of subjects at graduation, PG, Ph.D. etc. and also mention in your CV. |
| 6. | Applicant should receive an auto generated email from iitmjobs@tropmet.res.in 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 to this mail. |
| 7. | If you do not receive an email, check the spam/junk folder. |
| 8. | Photo and resume are not part of this email. The receipt of this email confirms that the attachments were received properly. |
| 9. | Please note that acceptance of your online application does not confirm your eligibility for the post. |
| 10. | For printing of form received by e-mail the applicant is requested to scroll right-most corner of e-mail and find a printer icon on top-right corner. Click this to take hard copy of the form." |
| 11. | If called for Interview/Written Examination/Test, applicant needs to produce a printed copy of this confirmation email. |
| 12. | Applicant can apply for multiple posts. |

For other administrative queries, please contact vijaya@tropmet.res.in
For problems related to form-filling, contact recruit_cdd@tropmet.res.in