

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE - 411008.

**INSTRUCTIONS TO FILL ONLINE FORM FOR RECRUITMENT OF SECTION OFFICER
(ADVT. NO. PER/03/2023).**

1	Kindly read the detailed advertisement carefully before applying for the post.
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	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.
5	Please enter detailed list of subjects at graduation, Post-Graduation etc. and also mention in your CV.
6	If you do not receive an email, check the spam/junk folder.
7	Photo and resume are not part of this email. The receipt of this email confirms that the attachments were received properly.
8	Please note that acceptance of your online application does not confirm your eligibility for the post.
9	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).
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 test, applicant needs to produce a printed copy of this confirmation email.

For other administrative queries, please contact vijaya@tropmet.res.in

For problems related to form-filling, contact recruit_cdd@tropmet.res.in