

## Indian Institute of Tropical Meteorology, Pune – 411008

### Instructions to fill up the online form for Summer Internship (02 to 03 Months) at IITM, Pune

**Last Date of Application is 25th April 2023**

1. Each candidate must upload a single PDF file (max. file size 03 MB and .pdf format only) containing the following documents:
  - (a) Detailed Resume or CV including the area of interest
  - (b) Scanned copies of original / self-attested mark lists of SSC (10<sup>th</sup> standard), HSC (12<sup>th</sup> standard), all years of Bachelors degree (BSc / BTech), and all available marklists of Masters degree (MSc / MTech). Candidates should have at least 60% marks or equivalent CGPA in all the examinations SSC onward.
  - (c) Letter of recommendation from the Head of the Department (on departmental letterhead) recommending the student for the project work. The letter should state the name of the IITM scientist mentor with whom the student wishes to do the project based on area of expertise of the scientist and the area of interest to the student.
  - (d) Email consent from the IITM scientist mentor (whose name is stated in the Letter of Recommendation) stating that the scientist is ready to guide the student for the Summer Internship if the student is selected and allotted to him / her.
2. Each candidates must also upload a clear photograph (.jpg/.png/.gif formats only and max. size allowed is 100 KB) .
3. Failure to submit any of the documents mentioned in point (1) above may lead to rejection of the application.
4. Candidates need to ensure that file names of the above files and photographs do not have a dot (period); the dot is only to be used to separate the file extension from the file name.
5. Total 20 Summer Internship positions are being considered for May-July 2023.
6. Maximum 02 students per department per university shall be considered in case more applications are received from the same department.
7. Before applying online for the internship, the student needs to communicate with the possible IITM scientist mentor over email and obtain his/her consent to guide the student for the internship. This email consent must be uploaded along with the HoD recommendation letter as mentioned in point no. (1) above. The profiles of IITM scientists are available on the link given below.  
<https://www.tropmet.res.in/scientists.php>
8. Obtaining consent of IITM scientist mentor does not guarantee the selection of the student for the internship.
9. The selection process shall be based on merit as per the procedure adopted by the Academic Cell.

10. Maximum one student will be assigned to one IITM scientist mentor for the Summer Internship.
11. After filling up the form and before submitting it, the applicant needs to preview the form 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. In case of multiple applications by the same candidate, the most recent application will be considered for evaluation.
12. Applicant should receive an auto generated email from the email id iitmjobs@tropmet.res.in with an acknowledgment number. This confirms that his / her application is submitted successfully along with both the attached files. Email also contains the filled in form. Photo and uploaded PDF file are not part of in this email. Do not reply to this mail since it is auto-generated.
13. If you did not receive an email, check the spam / junk folder.
14. The names of the students selected for the Summer Internship will be displayed on IITM website.
15. Please note that successful submission of your online application does not confirm your selection for Summer Internship.

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