

Indian Institute of Tropical Meteorology, Pune - 411008

Instructions to fill up the online form for recruitment of Administrative Officer on Deputation/absorption basis at this Institute (Advt. No. PER/03/2018)

1	Kindly read the detailed advertisement carefully before applying for the post of Administrative Officer on Deputation/ absorption basis.
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.
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 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, attested photo copies of last five years APARs/ACRs).

Link for online form <http://www.tropmet.res.in/~cdd/job/admin-2018.php>

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