

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE – 411008.

INSTRUCTIONS TO FILL ONLINE FORM FOR RECRUITMENT OF SENIOR SCIENTIFIC ASSISTANT AND UPPER DIVISION CLERK POSTS (ADVT. NO. PER/06/2022).

1	Kindly read the detailed advertisement carefully before applying for the 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	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, PG, Ph.D. 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 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