

Indian Institute of Tropical Meteorology, Pune – 411008

Instructions to fill up the online form for carrying out Project as Project Students at IITM, Pune

- 1 Candidates should upload self attested qualifying (at least 60% or equivalent CGPA in all the exam SSC onward) mark-list in their CV, Detailed resume (.pdf only, max size 3 MB) and photo (.jpg/.png/.gif max size 100 KB) are compulsory to upload at the end of form. Letter on letterhead from the Head of the Department recommending the students for the project work needs to be uploaded. HOD letter may also mention the name of the Guide/Faulty in IITM with whom the students may like to carry out project work depending on the subject of interest.

All the above copies of documents should be included in a single resume file. Also make sure that name of your files should not have more than one dot.

- 2 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.
- 3 Applicant should receive an auto generated email from iitm-jobs@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.
- 4 If you did not receive an email, check the spam/junk folder.
- 5 Photo and resume are not part of in this email. You got this email means it is confirmed that the attachments were received properly.
- 6 The names of the shortlisted project students will be displayed on IITM website.
- 7 Please note that acceptance of your online application does not confirm your eligibility for the post.

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