

## **Indian Institute of Tropical Meteorology, Pune 411008**

### Instructions to fill up the online form for recruitment

Please read the following before filling-up online form:

1. Candidate's academic and experience details if any, are required to be filled-in. The form also asks for detailed resume ( .pdf only- max size given in the form) and photo (.jpg/.png/.gif max 100 kb). These files are compulsory to upload. Please note that name of your file to be uploaded should not have more than one dot (.) character in it. Also avoid spaces in the filename. e.g. the file "myname.photo.jpg" and "myname photo.jpg" is invalid file. But "myname\_photo.jpg" is valid file.
2. After filling up the form, the applicant may choose to preview the output form before submit, in a pop-up 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 e-mail from [iitm-jobs@tropmet.res.in](mailto:iitm-jobs@tropmet.res.in), with an acknowledgment number that confirms that his/her application is submitted. E-mail also contains the filled-in form. Do not reply this mail.
4. Files uploaded by you are not part of in this e-mail but once you get this email, it is confirmed that the attachments were received.
5. The applicant need to produce a printed copy of this confirmation email if called for interview. Please note that acceptance of your online application does not confirm your eligibility for the post.

For technical problems, contact **swati@tropmet.res.in**