

## Indian Institute of Tropical Meteorology, Pune - 411008

**Instructions to fill up the online form for recruitment of Stakeholder Engagement Manager and Event Coordinator (1 post each) ( purely on temporary and short term contract basis) for INDO-UK sponsored Project (Advt. No. PER/07/2016)**

1	Kindly read the detailed advertisement carefully before applying the post of Project Scientist. Candidate may select the post code from drop down for which he/she would like to apply for the post. Candidate can apply for multiple posts. Separate application needs to be filled (with post code) for each post
2	Candidates should upload qualifying deg. mark-list in their CV, Detailed resume (.pdf only, max size 1 MB) and photo (.jpg/.png/.gif max size 100 KB) are compulsory to upload 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 <a href="mailto:iitmjobs@tropmet.res.in">iitmjobs@tropmet.res.in</a> , 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 did not receive an email, check the spam/junk folder.
6	Photo and resume are not part of in this email. You get this email means it is confirmed that the attachments were received properly.
7	If called for interview, applicant needs to produce a printed copy of this confirmation email.
8	Please note that acceptance of your online application does not confirm your eligibility for the post.

Link for online form <http://www.tropmet.res.in/~cdd/job/semec-per-7-2016.php>

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