



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे
Indian Institute of Information Technology, Pune
(An Institute of National Importance by an Act of Parliament)
Survey No. 9/1/3, Ambegaon Budruk, Sinhgad Institute Road, Pune - 411041

ANNEXURE – 1

PRESCRIBED APPLICATION FORMAT – NON-TEACHING POSITIONS

Advt. No.: IIITP/NT/ADV/R/2024/4404

Date: 08/02/2024

Application for the Post of		Affix Coloured Passport Size Photograph signed across
Department		
Group / Level		

Instructions:

Attach all Annexures as suggested. All Annexures (in A4 size) should be attached in spiral bound form including this application (No Staples).

Category (A) : UR SC ST OBC EWS (tick one, as applicable)
(B) : PWD (tick, if applicable)

Fee Remittance:

Bank / Place	DD / UTR No	Date	Amount (Rs.500/- or Rs. 250/-)

1) Name (in Capital Letters) : _____

Date of Birth: Sex: M F
D D M M Y Y Y Y

2) Address for Correspondence : _____

Contact / Mobile No. : _____ Email ID : _____

Additional Mobile No.: _____

Signature of the Applicant

1.	Name of the Applicant (In Block Letters)					
2.	Father's / Husband's Name					
3.	Date of Birth (dd/mm/yyyy)	Gender Male/Female	Age in Years as on ??/??/2024	Marital Status Married/Unmarried	Nationality	
4.	Qualification	Discipline	Name of the Institute and University	Year of Passing	% of Marks/ CGPA	Class/ Division
	10 th					
	12 th or Diploma					
	Graduation					
	Post Graduation					
	Others, if any					

5.	Work Experience Details					Total Work Experience (in years): _____
	(Please attach Supporting Documents; Use additional sheets, if required)					
	Institute/ Organization	Designation/ Post Held	From	To	Nature of Work	Total Salary (Per month) in Rs.

Signature of the Applicant

6.	Description of Work Experience (Give chronological detailed description of the work performed by you in relation to the previous experience and related knowledge)	
7.	Any other Relevant Information such as Computer Knowledge and Skills which have not been included under the heads given above.	
<p style="text-align: center;">DECLARATION</p> <p>I hereby, solemnly declare that the information furnished in this application are true and correct to the best of my knowledge and belief. If at any time I am found to have concealed/ suppressed any material/ information or have given any false details, my candidature/appointment shall be liable to be summarily cancelled/ terminated without any notice or compensation.</p> <p>Place:</p> <p>Date:</p> <p style="text-align: right;">Signature of the Applicant Name:</p>		

CHECK LIST FOR DOCUMENTS

Sr. No.	Particulars	Whether Attached (Yes / No / Not Applicable)
1	Hard copy of the Prescribed Application Form duly signed on all the pages	
2	10 th Standard Certificate	
3	12 th Standard Certificate	
4	Graduation Degree Certificate & Mark-Sheets for all years.	
5	Post Graduation Certificate & All Mark Sheets for all years	
6	NOC Certificate from the Current Employer	
7	Service Certificate for all the previous employments issued by Cadre Controlling Authority / Personnel Officer in the prescribed proforma or consisting of all the designations, pay-scales, type of employment, self-attested along with offer and discharge letters	
8	SC/ST/PwD Certificates (wherever applicable) in prescribed pro-forma of Central Government Only	
9	EWS & OBC-NCL Certificate (wherever applicable) issued in the current Financial Year only as per Central Government Format	
10	Cast Validity Certificate for SC/ST/OBC-NCL candidates belonging to Maharashtra State	

Note: - Candidate has to fill the above Check List and attached all the applicable documents.

Signature of the Applicant