

# INDIAN INSTITUTE OF MANAGEMENT ROHTAK

## Application Form (For Non-Faculty Positions)

Position applied for : \_\_\_\_\_

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Male/Female : \_\_\_\_\_
5. Whether belongs to SC/ST : Yes/No If yes: SC  ST   
(If applicable attach documents)
6. Marital Status : \_\_\_\_\_
7. Nationality : \_\_\_\_\_
8. Educational Qualifications :

(Secondary/Matriculation onwards. Self-Attested copies of certificates and mark sheets should be attached).

Qualification	Board/University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

### 9. Work Experience (Post-qualification): (Starting from the most recent)

(Attach self-attested copies of certificates)

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for Leaving

### 10. Language Proficiency: (Please tick relevant cells)

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			

### 11. Technical Skills : (Please tick relevant cells) (Attach copies of certificates)

#### A. Common for all Positions

Skill	Excellent	Good	Average	Weak	Nil
Computer Operations					
Database Applications					
10-Finger Typing					
Shorthand					
Any Other Skill:					



**B. Applicable for Accounts Officer**  
(Strike out if not applicable)

Skill	Excellent	Good	Average	Weak	Nil
Accounting					
Managing Funds					
Investments					
Disbursements					
Statutory Auditing					
Preparation of Budget Estimates					
Tax>Returns					
Advance Accounting Comp. Applications					
Public Grants Matters					
Advice in Fund Management					
Any Other:					

**12. References:**

Detail	Reference 1 (Present Employer)	Reference 2 (Previous Employer)
Name		
Designation		
Organisation		
Contact Landline		
Mobile No.		
E-mail ID		

**13. Address:**

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

**14. Do you know anyone in IIM Rohtak: Yes / No**      if Yes, please give the details:

**15. Details of any relative already working in IIM Rohtak:**

**16. Details of enclosures attached with the application:**

1. .... 2. ....
3. .... 4. ....
5. .... 6. ....

**17. Declaration:**

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that if at any point of time, any of the information is found to be false, my candidature may be cancelled/dismissed and the Institute may take any necessary action against me.

**Place** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_