

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) |
|---------------|------------------|----------------------|-----------------|---------|-------------------------|
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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 |
|--------------|-------------|----------------------|-----------------|-----------|--------------|---------------------|
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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 Officer on Special Duty
(Strike out if not applicable)

| Skill | Excellent | Good | Average | Weak | Nil |
|--|-----------|------|---------|------|-----|
| Academic Promotional Activities | | | | | |
| Academic Administration | | | | | |
| General Administration | | | | | |
| Familiarity with GFR | | | | | |
| Procurement Activities & contract management | | | | | |
| Estate Support (Repairs & Maintenance) | | | | | |
| Personnel/Establishment Matters | | | | | |
| Facility Management | | | | | |
| Legal Matters | | | | | |
| RTI Matters | | | | | |
| 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 : _____