

# 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/<br>University | Date of<br>Commencement | Date of<br>Passing | %<br>Marks | Course Duration<br>(years) |
|---------------|----------------------|-------------------------|--------------------|------------|----------------------------|
|               |                      |                         |                    |            |                            |
|               |                      |                         |                    |            |                            |
|               |                      |                         |                    |            |                            |
|               |                      |                         |                    |            |                            |
|               |                      |                         |                    |            |                            |
|               |                      |                         |                    |            |                            |

9. **Work Experience** (Post-qualification): (Starting from the most recent)  
(Attach self-attested copies of certificates)

| Organization | Designation | Date of<br>Commencement | Date of<br>Leaving | Pay Scale | Gross<br>Salary | Reasons for<br>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 Senior Manager IT**  
(Strike out if not applicable)

| Skill   | Excellent | Good | Average | Weak | Nil |
|---|-----------|------|---------|------|-----|
| Maintaining & Supporting Servers                    |           |      |         |      |     |
| Maintenance of IT Software & Hardware               |           |      |         |      |     |
| Programming using C/C++/Visual Basic/Java           |           |      |         |      |     |
| Networking of LAN/WAN                               |           |      |         |      |     |
| Configuration & Troubleshooting of IT equipment's   |           |      |         |      |     |
| Backups and Data Recovery                           |           |      |         |      |     |
| Internet and Intranet Support for atleast 100 users |           |      |         |      |     |
| Web Design and Management                           |           |      |         |      |     |
| Implementation of Wi-Fi                             |           |      |         |      |     |
| Application Package : UNIX/ORACLE                   |           |      |         |      |     |
| Videoconferencing/Digital Gadgets                   |           |      |         |      |     |
| Any Other:  |           |      |         |      |     |

**12. References:**

| Detail           | Reference 1<br>(Present Employer) | Reference 2<br>(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/dismised and the Institute may take any necessary action against me.

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

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

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

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