

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 Financial Advisor & Chief Accounts Officer
(Strike out if not applicable)

Skill	Excellent	Good	Average	Weak	Nil
Maintenance of Accounts & Finance as per norms of Central Government of India					
Capital Fund Management					
Disbursements					
Statutory Auditing					
Tax>Returns related Matters					
Public Grants Matters					
Revenue Generation					
Preparation of Budget Estimates					
Effective Cost Control					
Balance Sheets					
Annual Financial Statements					
Advance Accounting Comp. Applications					
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 : _____