



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
GUWAHATI - 781039

**FORM OF APPLICATION FOR APPOINTMENT (NON-FACULTY) BY SELECTION**

(Please read carefully the general information enclosed herewith before filling the form)

To  
The Registrar  
Indian Institute of Technology Guwahati  
Guwahati-781 039, Assam, India

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status / Sex	
4.	a. Permanent address (with phone no. and e-mail if any)	*b. Address for correspondence (with phone no. and e-mail if any)
	Phone No.	
	Email	
5.	a) Post applied for	
	b) Advt. No. and date	
6.	Date of birth (please enclose copy of certificate)	
7.	Are you a citizen of India? If yes, please state whether by birth or by domicile.	
8.	Please state your category (Gen/ST/ SC/OBC/PH/ES) (please enclose copy of certificate)	
9.	If you are employed, please state the name of your employer, your present basic pay & scale of pay	

\* Any change in address should at once be communicated to the Registrar, IIT Guwahati, Guwahati - 781 039, Assam.

10. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of self attested certificates and mark sheets.

Sl. No.	School / College / Institute	Year of entry	Year of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks	Year of passing

11. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one :

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last /Present Basic Pay	Scale of pay

12.	Languages you can read, write and speak ?				
	Name of Language	Read	Write	Speak	Examinations passed, if any
13.	Are you a member of any professional body? If so, give details :				
14.	Have you been a member of the N.C.C. or any other similar organisation ? :				
15.	Have you previously applied for any post in this Institute ? : If so, give particulars stating date of application.				
16.	Have you any near relation among the staff of this Institute ? If so, state :				
	Name of the person	Designation		Relationship with the candidate	
17.	Have you been outside India ? If so, state :				
	Country visited	Purpose of visit		Year	
18.	Give particulars of places where you have resided for more than 1 year during the preceding 5 years.				
	From	To	Residential address in full		

(The entries on this page should be in the candidate's own handwriting)

19.	Additional Remarks : (Applicants may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above, attach additional sheets if required)
20.	Reference : (These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicant's character and work, but must not be relations. Where the candidate has been in employment, he should either give his present or most recent employer or immediate superior as a reference).  i. Name : Occupation or position : Address :  ii. Name : Occupation or position : Address :
21.	Details of enclosures sent with the application : -

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date: .....

\_\_\_\_\_  
Signature of the Candidate



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**GENERAL INFORMATION**  
**FOR APPOINTMENT BY SELECTION (NON-FACULTY)**

1. The number of vacancies may vary depending upon requirement of the Institute.
2. The candidate must be a citizen of India.
3. Reservations will be as per rules.
4. Relaxation of age will be as per rules. For internal candidates minimum requirements pertaining to age may not be insisted upon.
5. Persons employed in Govt./Semi Govt. Organisations /Autonomous Bodies should submit their applications through their employers.
6. Degrees as referred above are those which have been awarded by a recognized University / Institution.
7. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview.
8. Only shortlisted candidates will be invited for interview.
9. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof. Decision of the Institute will be final and binding in this regard.
10. The posts are regular. The selected candidates will be on probation for one year or longer, based on his/her performance.
11. Prescribed application form is obtainable from the Administration Section or from our website [www.iitg.ernet.in](http://www.iitg.ernet.in) or [www.iitg.ac.in](http://www.iitg.ac.in). Application in the prescribed form (hard copy) only will be considered.
12. Incomplete applications or application without attested copies of certificates or received after the last date are liable to rejection.
13. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Guwahati.
14. Last date for receipt of completed application forms is **15/11/2013**.
15. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. **"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"**.