REQUEST FOR APPOINTMENT ON SHORT-TERM ENGAGEMENT BASIS

The application and Bio-data along with photocopies of certificates are to be enclosed

1. Name (in capitals)   Dr.   :

2. Address   :

3. E-mail ID   :

4. Contact No.   :

5. Father's / Husband's Name   :

6. Whether Related to any IIT Faculty/Staff   :   ☐ Yes   ☑ No   (a) **Relationship (if Yes)**

(b) Name of the Faculty / Staff, Designation & Department

7. Physically / differently Challenged   :   ☐ Yes   ☐ No

8. (a) Date of Birth (*)   :   (b) Age   (c) Sex   M ☐   F ☑

9. (a) Do you belong to SC / ST/OBC (*) :   Yes ☐   No ☐   (b) Nationality ☑ Indian ☐   By Birth ☑   By Domicile ☐

10. QUALIFICATION* ACADEMIC / TECHNICAL	NAME OF THE UNIVERSITY / INSTITUTION	YEAR OF PASSING	% OF MARKS	DIVISION / CLASS OBTAINED

GATE Score if any :-

11. Whether you are registered for M.S/Ph.D programme in IIT Madras: Yes/No, If yes Roll No(*):

12. a) Previous Experience (other than at IIT Madras), if any & details of experience (*) :

ORGANISATION	DESIGNATION	FROM	TO	SALARY DRAWN (Rs.)

b) Details of Project Experience of Short term engagement / Selection basis at IIT, Madras.

ORGANISATION	DESIGNATION	FROM	TO	SALARY DRAWN (Rs.)

(*) Certified Copies to be enclosed for items 7,8,9,10 & 11 for processing the appointment.

Are you working as a staff in any IC&SR IIT Madras Project: Yes ☐   No ☐

If "yes" please enclose a **"No objection certificate"** from the Principal coordinator of the project.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

SIGNATURE OF THE CANDIDATE

CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036.

SHORT-TERM ENGAGEMENT APPOINTMENT APPLICATION FORM

Appointment for Short term engagement appointment is recommended with the following details:

1. (a) Name of the Candidate :

   (b) 'NID' # or "Old ID' # in case of reappointment :

2. Project No. in which to be appointed :

3. Title of the Project / Consultancy Assignment :

4. Name of the Client / Sponsoring Agency :

5. Duration of the Project / Consultancy Assignment :

6. Salary Level :

7. Designation of the Post :

8. (a) Provision for staff in the Project :

   b) Existing Staff :

9. Duration recommended : From :   To :

10. Consolidated pay/Fellowship recommended :   /-p.m. +

11. Technical justification if the recommended designation, Pay or level is higher than the minimum norms :

12. Whether the recommended Candidate is registered for M.S / Ph.D Programme (or) Proposed to register :

13. Coordinator's Contact No.

DATE :   **SEAL :**   **SIGNATURE OF THE CO-ORDINATOR**

RECRUITMENT SECTION	
a) Duration :	b) Provision of staff :
c) Present Staff :	d) Amount required :
e) Funds availability as on date : f) Further funds to be received : (Funds statement to be enclosed) g) Commitment No. / Amount :	

** mandatory fields

DOCUMENTS REQUIRED FOR PROCESSING THE APPOINTMENT REQUEST

The following documents should be submitted (Soft Copy) along with the application form:

1. Scanned copy of aadhaar card and pan card should be attached.

2. **Educational certificates:** Degree or provisional certificate is must. If the candidate does not have degree or provisional certificate, then he / she must submit Consolidated mark sheet or all the semester mark sheets.

3. **PhD candidates**: He/she must submit PhD degree or provisional certificate. If the candidate does not have Degree / Provisional certificate, then NHTRA / Pay slip (mentioned with HTRA sanction start and end date) should be submitted to process the appointment.

4. **JRF / SRF**: The candidates applying for JRF and SRF must have GATE score / CSIR-UGC NET or clearing any nationalised exam as a basic eligibility criteria and the score card should be submitted along with other required certificates.
   Note: Gate score is not required for the candidate pursuing under MS/ PhD @ IIT Madras

5. Updated Resume should be submitted along with previous experience certificates (If any).

NOTE: The Application should be submitted within five days from the date of joining. Otherwise the application submission date will be considered as appointment start date and same will be reflected in the experience certificate. So kindly submit the application within five days from the date of joining.