

REQUEST FOR APPOINTMENT ON SHORT-TERM ENGAGEMENT BASIS

The application and Bio-data along with XEROX Copies of certificates are enclosed

1. Name (in capitals) :
2. Address :
3. E-mail ID :
4. Contact Phone / Mobile No. :
5. Father's / Husband's Name :
6. Whether Dependant of IIT Faculty/Staff : ☐ Yes ☐ No
(if yes) (a) Relationship (b) Name of the Faculty / Staff, Designation & Department
7. Date of Birth (*) : Age Sex
8. Do you belong to SC / ST (*) : Yes ☐ No ☐ (b) Nationality ☐ Indian ☐ By Birth ☐ By Domicile ☐

Please paste
a recent
photograph

9. QUALIFICATION* ACADEMIC / TECHNICAL	UNIVERSITY / INSTITUTION	YEAR OF PASSING	% OF MARKS	DIVISION / CLASS OBTAINED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GATE Score if any :-

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

ORGANISATION	DESIGNATION	FROM	TO	SALARY DRAWN (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Details of Project Experience of Short-Term Engagement / Selection basis at IIT, Madras.

PROJECT NO	DESIGNATION	FROM	TO	SALARY DRAWN (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Certified that the information furnished above is true to the best of my knowledge.

Date :

SIGNATURE OF THE CANDIDATE
(P.T.O)

SHORT-TERM ENGAGEMENT APPLICATION FORM THROUGH IC&SR

***THIS FORM IS NOT APPLICABLE FOR SUPPORTING STAFF (SENIOR PROJECT ASSISTANT/ PROJECT ASSISTANT /TECHNICIAN & ATTENDANT WHO HAVE TO BE OUTSOURCED)**

*Appointment for **Short-term Engagement** is recommended with the following details:*

1. (a) Name of the Candidate	:		
(b) 'Nid' Number	:		
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. Designation of the Post	:		
7. (a) Provision for staff in the Project	:		
b) Existing Staff	:		
8. Duration recommended	:	From: <input type="text"/>	To: <input type="text"/>
9. Consolidated pay recommended	:	<input type="text"/>	/ -p.m.
10. Detailed justification if the pay recommended is higher than the minimum	:		
11. Whether the recommended Candidate is registered for M.S / Ph.D Programme (or) Propose to register	:		
12. Whether the candidate is related to the Co-ordinator	:	YES / NO	Co-ordinator Mobile No. <input type="text"/>

DATE:

SEAL:

SIGNATURE OF THE CO-ORDINATOR

IC&SR OFFICE	
a) Duration :	b) Provision of staff :

RECRUITMENT SECTION	
a) Present Staff :	b) Amount required :

PROJECT ACCOUNTS	
a) Funds availability as on date	:
b) Further funds to be received	:
(Funds statement to be enclosed)	
c) Commitment No. / Amount	:

