



## IIM ROHTAK

Sunaria Campus, Rohtak - 124010

IIM Rohtak invites applications for

### **Trainee –Admin, IT & Technical Support**

**Last date to apply: 13.04.2019**

For Application Format and details of qualifications & work experience please

The interview will be conducted at IIM Rohtak, Sunaria Campus, Rohtak (Haryana).

**Candidates who have already undergone traineeship at IIM Rohtak need not apply again for the traineeship.**

S. No	Traineeship	Age	Educational Qualification
1	Trainee-Administration	Preferably below 30 years	Graduation (under 10+2+3 scheme) in any subject or an equivalent professional qualification with 1 year post-qualification experience preferably in an educational Institution.
2	Trainee –IT & Technical Support		Diploma/Degree in Computer Science/ Engineering/IT with 1 year post-qualification experience in System support in a reputed organisation.

While appearing for Interview the candidates are compulsorily required to bring the following certificates/ documents along with them.

1. Educational certificates (Original along with one set of self-attested photo copies).
2. Character Certificate issued by a Gazetted Officer (Original and not older than six months).
3. Experience certificate (Original and one set of self-attested photo copy).
4. Two recent passport size coloured photographs.
5. **A good knowledge in MS- Office with other computer related tasks is essential.**
6. Duly filled Prescribed Application Form (to download the Application Form Click [Trainee IT](#) , [Trainee Administration](#)).

**ON SUCCESSFUL COMPLETION OF ONE YEAR, A PROFICIENCY CERTIFICATE WILL BE ISSUED.**

Interested candidates must send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: [careers@iimrohtak.ac.in](mailto:careers@iimrohtak.ac.in) on or before **13.04.2019**.

Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.

The subject of the e-mail should be “**Application for Trainee\_\_\_\_\_**” else the application will be discarded.

(Chief Administrative Officer)  
IIM Rohtak  
01262-228544