

Indian Institute of Tourism and Travel Management

SCHEME: "Earn While You Learn"

CANDIDATE REGISTRATION FORM

NAME: _____

E-mail: _____ Mobile : _____

Guardian's Name: _____

Department/Centre: _____

Present Academic Program: B.B.A. TT M.B.A. TTM Ph.D. Other

Name of Academic Program: _____

Enrolment Year: _____ Program Ends in (Year) : _____ Current Year _____

Category: General SC ST OBC PWD

Gender: Male Female

Residential Address: _____

Aadhar Number: _____ Any Other ID.: _____

Bank Name: _____ Branch: _____

Bank Account Number: _____ IFSC: _____

Declaration:

I declare that I am not receiving any other scholarship/fellowship/stipend/remunerations at present and I agree to immediately withdraw from this scheme in case any such financial support is obtained by me. I confirm that I have obtained necessary permission from my supervisor/program coordinator to lend my services under this scheme within office hours. I agree to accept the duties assigned to me under this scheme and will work with full integrity, sincerity and care. I shall maintain attendance as required by the host and will report to the head of the Host Department where my duties will be assigned. I declare that the above information is true to my knowledge and I shall be subjected to disciplinary actions and will refund the entire amount received by me in case any of the information given by me in this for is found false.

Full Signature of Candidate

Forwarded by
Program Coordinator/HOD/Faculty (With Seal)

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TRAINEE REQUISITION FORM

Host Department/Centre: _____

Name of Head/Office-in-charge: _____

E-mail: _____ Mobile: _____

Office Address: _____

Service Requirement:

Nature of Work	Number of Candidates required	Expected duration of work	Any special preference (departmental /skill/ experience etc. of the candidate)
Teaching Assistance (preparing class notes/ presentations, helping in practical classes, assisting in tutorials, etc.)			
Administrative Assistance (Scanning data entry, Analytical work, reports and presentations, program development, organizing events, etc.)			
Library Assistance and Work (helping in digitalization, scanning, photography, catalogue related, data entry, training, exhibition, etc.)			
Any other (Please mention here)			

Declaration:

I declare that I shall judiciously utilize the services and time given by the candidates and provide them all necessary facilities and support to work or provide their services in departments/Centre/Library/Projects/Research/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes. I shall not engage the candidates beyond office hours or for more than 20 hours per week for a maximum of 20 days in month. I agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. I shall immediately bring to the notice of the Nodal Officer in case of any misconducts or grievances in relation to the assigned candidates. I shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavors.

HOD/Coordinator/Director (With Seal)

Officers/Faculty