



No. Admin/Rect/2025

Date: 26.06.2025

NOTIFICATION

Subject:	Notification regarding incomplete application received in respect of advertisement for 50 positions of Jr. Administrative Assistant, notified vide Advertisement bearing No. Admin-II/EXT134/2025 dated 14.05.2025 (Job Ref. No. 50699613).
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In connection to the applications invited to the post of Jr. Administrative Assistant notified vide Advertisement bearing No. Admin-II/EXT134/2024 dated 14.05.2025 (Job Ref. No. 50699613), last date for submission of online application form was 13.06.2025.

Further, **as per general information para I(d)** of Advt. No. Admin-II/EXT134/2025 dated 14.05.2025 (Job Ref. No. 50699613) - After Completing The Whole Process of Submission of Application, Applicants Should Again Login To The Portal To Confirm The Status Of The Application Submitted. Application In Draft Mode Need To Be Submitted To Bring It In "In-Process" Mode. It Should Be Noted That Any Issue, Related To The Submission Of The Application, Reported Beyond 15 Days From The Closing Date Will Not Be Entertained, And The Application Will Not Be Considered.

However, it has been observed that some of the candidates **did not submit** applications on the application portal and their applications are lying in the **DRAFT mode**.

All such candidates whose applications are lying in the **DRAFT mode** are required to mandatorily submit details and DRAFT application form in pdf format. Google form link has already been sent through email ID iitbhr1hrm2@gmail.com to all those candidates whose application forms are lying in the DRAFT mode as on **20th June 2025**.

In view of the above, it is requested to all such candidates to submit details and application form through google form link.

Further, it may please be noted that any representation regarding application lying in DRAFT mode will be not entertained after 28th June, 2025 as per above mentioned para of Advertisement.

By Order