

INFORMATION BROCHURE

Admission to Executive M. Tech.

For Working Professionals

2024-25



**ADMISSION CELL (PG- PH.D)
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)**

DHANBAD-826004

JHARKHAND, INDIA

<https://admission.iitism.ac.in/index.php/admission/exmtech>

1. ABOUT THE INSTITUTE

Indian Institute of Technology (Indian School of Mines) Dhanbad was established in 1926, and offers B. Tech., Integrated M. Tech., M.Sc., M.Sc. Tech., M. Tech., MBA and Ph.D. programs in various domains of Engineering, Science, Humanities & Social Science and Management. IIT (ISM) has centenary long credentials of outperforming achievements/contributions in academia and the industry. It has been focusing its academic and research activities on various aspects of science, technology and industry, occupying a unique position not only in India, but also abroad. It has substantially contributed to the development of the Science, Engineering and Mineral sector through its in-house state-of-the-art facilities for advanced studies and research.

1.1. Location of the Institute

IIT(ISM) is located in the city of Dhanbad, the coal capital of India, which is at the heart of major Indian coalfields, in the state of Jharkhand. One can reach Dhanbad by rail and road. It is 260 km from Kolkata and 160 km from Ranchi. Nearby airports are in Kolkata, Durgapur and Ranchi. Deluxe and Express buses run regularly from Kolkata, Ranchi, Jamshedpur and Bokaro to Dhanbad. IIT(ISM) campus is just 3 km away from Dhanbad railway station where taxis and autos operate round the clock.

2. NUMBER OF SEATS:

Intake capacity of different programs is mentioned in Table 3.

3. ELIGIBILITY CRITERIA FOR EXECUTIVE M.TECH. PROGRAM:

The following eligibility criteria to be fulfilled for taking admission in the program:

- a) B. Tech. in Engineering or M.Sc. with 60% Marks or CGPA 6.0.
- b) Working professional with Two years' experience.
- c) In addition, the concerned department may conduct written test/interview if desired.
- d) The Institute may not run the program of a particular discipline in an academic year, if the number of selected candidates joining the program falls below 10 in that discipline.

Eligibility for individual programs is mentioned in detail in Table-2.

4. ADMISSION PROCESS:

Following processes will be completed for admission:

(a) Application for Admission in the Two-Year Executive M. Tech. Program will be invited by the Admission Cell of the institute.

OR

Through the agencies/organization/industry having a MoU with the Institute.

(b) In both the cases cited above, all the application forms will be scrutinized by the Admission Committee of the concerned department.

(c) After scrutinizing the applications, if it is observed that all the eligibility criteria has been fulfilled by the candidate then the HOD of the respective department will send the list of the candidates to the Admission Cell for final verification and issuing of the admission letter on approval from the competent authority.

4.1 Withdrawal of Admission

Candidate may withdraw his/her admission before physical reporting and withdrawal request maybe sent to AR (Admissions) at aradm@iitism.ac.in by e-mail from the registered email ID of the candidate. Refund on withdrawal of admission will be processed as per following refund guidelines:

If a candidate withdraws the offer of admission after the selection and fee payment, the candidate will be refunded only the caution money.

5. Application Fee (Non – Refundable):

Application fee is Rs. 2000 per applicant and non-refundable.

6. Documents to be Uploaded:

- Applicant's Photo- Max 50 KB in JPEG or PNG format.
- Applicant's Signature- Max 50KB in JPEG or PNG format.
- UG/PG all Semesters/Year Mark sheets - Max 1 MB in Merged PDF format.
- UG/PG Degree/Provisional Certificate- Max 1 MB in PDF format.
- 10 + 2 level certificate/mark sheet, if applicable (10 + 2 Mark sheet) - Max 1 MB in PDF format.
- Class 10 mark sheet/certificate/ Any Govt. ID/ Proof of Date of Birth- Max 1 MB in PDF format.
- Valid certificate wherever applicable:
 - **OBC cum Non-Creamy Layer certificate** issued on or after **1st April 2023** (in central govt. format).
 - **SC/ST** (in central govt. format).
 - **EWS** certificate issued on or after **1st April 2023** (in central govt. format).
- Work Experience Certificate- Max 1 MB in PDF format.
- Salary account statements corresponding to the Work experience- Max 1 MB in PDF format.
- Income Tax Return statements corresponding to the Work experience.
- Max. 2 page CV as per Template

7. DURATION OF THE ACADEMIC PROGRAM:

7.1. Minimum duration 2-Year (Four Semesters)

7.2. Maximum duration 3-Year (Six Semesters)

7.3. In any case, student will not be allowed to continue her/his academic program after completion of the maximum duration (i.e., 3 years) and the academic program will be terminated automatically.

8. DURATION OF SEMESTER:

14 Weeks per semester (excluding the examination period).

9. COURSE STRUCTURE:

9.1. Semester-wise details of the course structure are cited below:

Minimum Duration of 2 - Year				Maximum Duration of 3-Years			
Semester	Number of Courses		Credits	Semester	Number of Courses		Credits
	Theory	Practical			Theory	Practical	
1 st Semester	05	--	20	1 st Semester	03	--	12
2 nd Semester	05	--	20	2 nd Semester	03	--	12
Winter Vacation/ Summer	--	04	06	Winter Vacation/ Summer	--	02	03
3 rd Semester	---	16 cr. thesis	16	3 rd Semester	02	4 cr. Thesis	12
4 th Semester	--	16 cr. thesis	16	4 th Semester	02	4 cr. Thesis	12
				Winter Vacation/ Summer	--	02	03
				5 th Semester	---	12 cr. Thesis	12
				6 th Semester	---	12 cr. Thesis	12

*** It may slightly modify in line with NEP.

10. DURATION OF THE CLASSES PER WEEK:

- Duration of the classes of the **Three** courses will be scheduled for Monday/Wednesday/Friday of 50 minutes each.
- Duration of the classes of the **Two** courses will be scheduled for Tuesday/Thursday of 75 minutes each.
- The duration of all the classes will be from 6:00 PM to 9:00 PM.

11. MODE OF CLASSES:

11.1. Classes of all theory courses will be in online mode.

11.2. Classes of the practical courses will be in offline mode during the period specified below:

- At IIT(ISM) Campus during the Summer Semester or during the period of Winter Vacation.
- Two slots will be provided during Summer Semester and one slot during the period of Winter Vacation. For completion of all practical credits requirement followed by the examination of the practical courses.

12. EXAMINATION:

12.1. Distribution of total marks: **Twenty Marks** for Mid Semester Examination and **Eighty Marks** for End Semester Examination.

12.2. Mid Semester Examination will be conducted in online mode.

12.3. End Semester Examination will be conducted in offline Mode either at IIT(ISM) Campus or Extension Centre at Delhi/Kolkata. The place of the examination will be decided subject to the number of students registered in the program.

13. ALLOTMENT OF SUPERVISOR(S):

- At the time of admission.
- One supervisor from the Institute and co-supervisor (optional) from the respective Industry/company/ R & D organization.

14. EVALUATION OF THESIS:

Presentation of research work for evaluation in Offline Mode at the end of relevant semester within the specified duration given in the Academic Calendar.

15. ACADEMIC ROAD MAP:

All the courses, theory and practical along with the thesis, needs to be cleared as per the prescribed course structure within the specified duration as indicated in Table under section 9.1.

The student will present research proposal seminar on completion of 2nd semester i.e., while pursuing the practical during summer semester. Presentation of the Research Proposal before starting the thesis work will be mandatory failing which the student will not be allowed to pursue the research work.

16. WITHDRAWAL FROM THE EXECUTIVE M.TECH. PROGRAM AND ISSUING OF CERTIFICATE/ PG DIPLOMA:

If any student could not complete the academic program whatever the reason may be and wants to withdraw then s/he is eligible for certificate and PG Diploma subject to completion of the following requirements:

- For Certificate – After clearing of all the courses including lab courses prescribed in the course structure for 1st semester (i.e., 5 Theory and 2 Practical), a certificate will be issued.
- If any student wants to withdraw from the academic program after completion of 1st year and successfully completed all the courses prescribed for 1st Year (1st & 2nd semester) (i.e., 10 Theory and 4 Practical) then s/he will be eligible for getting PG Diploma.

Certificate and PG Diploma will be given during convocation of her/his batch.

17. AWARDING OF DEGREE

The student will be eligible for M. Tech. Degree after completion of all the academic requirements and the degree will be awarded in the convocation along with the students of regular M. Tech. program.

18. FEE STRUCTURE FOR EXECUTIVE M.TECH PROGRAM

No.	PARTICULARS	
A	ONE TIME CHARGES (Applicable for all the students and to be paid only once at the time of admission)	GEN/OBC/SC/ST/PWD Amount (Rs.)
1	Institute Admission fee	500.00
2	Benevolent fund	200.00
3	Identity card	100.00
4	Alumnus subscription & IIT(ISM) Alumni fee	3500.00
5	Institute development fund	2,000.00
6	Convocation charges	1,000.00
7	Institute Caution money deposit	5,000.00
8	Migration fee	500.00
	TOTAL "A"	12,800.00
B	ANNUAL CHARGES (Applicable for all the students and to be paid annually in every Monsoon Semester)	GEN/OBC/SC/ST/PWD Amount (Rs.)
1	Institute Annual fee	1,000.00
2	Basant	300.00
3	Student Gymkhana fee	2,000.00
	TOTAL "B"	3,300.00
C	OTHER SEMESTER CHARGES (Applicable for all the students and to be paid for the semester)	MONSOON / WINTER GEN/OBC/SC/ST/PWD Amount (Rs.)
1	Medical Fee	800.00
2	Semester Registration fee	200.00
3	Examination fee	1,000.00
4	Computer & Internet charges	3,500.00
5	Electricity & Maintenance charges	500.00
6	Library fee	300.00
	TOTAL "C"	6,300.00
D	SEMESTER PROGRAM FEE (FOR EXECUTIVE M.TECH./ 3 YEAR M.TECH STUDENTS) (to be paid every semester)	MONSOON / WINTER GEN/OBC/SC/ST/PWD Amount (Rs.)
1	Program fee	75,000.00
	TOTAL "D"	75,000.00
E	TOTAL FEE PAYABLE (FOR EXECUTIVE M.TECH./ 3 YEAR M.TECH STUDENTS)	GEN/OBC/SC/ST/PWD Amount (Rs.)
1	For admission in 1st Semester (A+B+C+D) i.e. Monsoon semester of 1 st year	97,400.00

2	For subsequent Monsoon semester (B+C+D) after the 1st Semester i.e. 3 rd /5 th	84,600.00
3	For winter semester (C+D) i.e. 2 nd / 4 th / 6 th	81,300.00

- ❖ Other Fixed Charge including one-time fee, annual charge and other semester charge.
- ❖ 50 % waiver in Program Fee for permanent employee of the Institute with a condition to serve the Institute at least for 3 year after completion of the program.

19. DISCLAIMER

This website has been launched to provide candidates and public-at-large information about IIT(ISM) M. Tech Admission. If you do not agree to the terms and conditions given below, do not access this site or any pages thereof.

TERMS AND CONDITIONS

No Warranty

Information displayed on the site, including text, graphics, links or other items - are provided on an "As Is" and "As Available" basis. Although, IIT(ISM) M. Tech. Admission Committee-2024 puts in its best efforts to provide information accurately, it expressly disclaims the liability for errors or omissions thereon. No warranty of any kind, implied, express or statutory, including but not limited to the warranty of fitness for a particular purpose and freedom from computer virus, is given in conjunction with the information.

Limitation of Liability

In no event, IIT (ISM) will be liable for any damages, including without limitation, direct or indirect, special, incidental, or consequential damages, losses, or expenses arising in connection with this site or use thereof or inability to use by any persons, or in connection with any failure of performance, error, omission, interruption, defect, delay of operation or transmission, computer virus or line or system failure, even if IIT (ISM) or any representative thereof is advised of the possibility of such damages, losses or expenses.

Network Services

The IIT(ISM) M. Tech. Admission Committee 2024 cannot be held responsible for reduced access speeds due to bandwidth overloads especially close to the deadlines of any online activity.

Jurisdiction

In case any claim or dispute arises in respect of M. Tech. admission, it is hereby made absolutely clear that the Courts at Dhanbad and Dhanbad alone shall have the exclusive jurisdiction to entertain and settle any such dispute or claim.

COMMUNICATION WITH IIT(ISM) DHANBAD

Communication regarding Executive M. Tech. 2024 should be done at the following address with the envelope superscribed with “Ref: *EXECUTIVE M. TECH. ADMISSION – 2024*”:

Assistant Registrar (Admissions)
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)
DHANBAD–826004
Email: admission_executive_mtech@iitism.ac.in

Any email communication should be addressed with full identification of the candidate, i.e., name, email, mobile, Program name(s), category, GATE/Sponsored and other identifying codes given by IIT(ISM) (such as registration number, application number etc.). For electronic communication the candidate should use the email/mobile registered in the online application only. *Before asking a query a candidate must go through this Information Brochure/ instructions in the online portal properly.*

- I. For withdrawal purpose, a candidate must follow the guidelines as indicated in 4.1 of this brochure.
- II. IIT(ISM), Dhanbad will not issue any letter by post to any candidate regarding any admission related activity. The candidate must visit the institute website (www.iitism.ac.in) regularly in this regard for any update / instruction / result / announcement. Candidates will also be informed of important instructions through SMS/email.

TABLE-1: EXECUTIVE M. TECH. PROGRAMS [SESSION: 2024-25]

Sl. No.	Executive M. Tech Program	Program Code	Offering Department
1.	Reservoir Engineering	ERE	Petroleum Engineering
2.	Artificial Intelligence & Data Science	EAI	Computer Science and Engineering

TABLE-2: QUALIFYING DEGREES, DISCIPLINES FOR EXECUTIVE M. TECH. PROGRAMS.

Sl. No.	M. Tech Program and Program Code	Eligibility Criteria
1.	Reservoir Engineering (ERE)	<ul style="list-style-type: none"> B. E. / B. Tech. or equivalent degree in Petroleum Engineering/ Gas Engineering/ Petroleum Management/Petroleum Studies/ Petroleum Technology/ Petroleum Science/ Petroleum Science and Engineering/Mechanical Engineering /Chemical Engineering /Civil Engineering /Petrochemical Engineering M. Sc./M. Sc. Tech. in Geology/Geophysics Working professional with minimum two years of experience in E&P Industry.
2.	Artificial Intelligence & Data Science (EAI)	<ul style="list-style-type: none"> B. E. /B. Tech. or equivalent in Computer Science and Engineering/ Information Technology/Electronics Engineering/Electronics and Communication Engineering/Electronics and Telecommunication Engineering/Telecommunication Engineering/Electronics and Instrumentation Engineering/Electrical & Electronics Engineering/Electrical Engineering or any combinations of these disciplines given as mentioned. Working professional with minimum two years of experience.

TABLE-3: SEAT DISTRIBUTION OF M. TECH. PROGRAMS 2024-25

Sl. No.	Name of Program (Program code)	Total Seats*
1.	Reservoir Engineering (ERE)	30
2.	Artificial Intelligence & Data Science (EAI)	30
	Grand Total	60

❖ Minimum 10 candidates will be required to offer this program in any session.

TABLE-4: SCHEDULE OF EXECUTIVE M. TECH. ADMISSION 2024-25

Events	Dates
Application portal opens	1 st April, 2024 (Tentative)
Last date for submission of application	31 st May, 2024 (Tentative)
Interview Date	(12-20) th June, 2024 (Tentative)
Result declaration Date	26 th June, 2024 (Tentative)
Fees payment Date	(26 th June to 3 rd July), 2024 (Tentative)
Academic Registration	23 rd July, 2024 (Tentative)
Commencement of Classes	27 th July, 2024 (Tentative)

ANNEXURE – I

**FORM OF CERTIFICATE TO BE PRODUCED BY OBC (NON-CREAMY LAYER) APPLYING
FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER
GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum. _____
Son/Daughter of Shri/Smt. _____ of Village/Town
_____ District/Division

_____ in the _____ State belongs to the _____
Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

N.B. Strikeout whichever resolutions (i-xv) is/are not applicable.

Shri/Smt./Kum. _____ and/or his family
ordinarily reside(s) in the _____ District/Division of

_____ State. This is also to certify that he/she **does not belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 and further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 and OM36033/1/2013-Estt. (Res.) dated 27/05/2013 or the latest notification of the Government of India.

Dated:

District Magistrate/Deputy Commissioner/Competent Authority
(Seal)

*Please delete the word(s) which are not applicable.

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - Revenue Officer not below the rank of Tehsildar' and
 - Sub-Divisional Officer of the area where the candidate and/ or his family resides.

ANNEXURE – II

**Proforma for ECONOMICALLY WEAKER SECTIONS (EWS) Certificate
(INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS)**

Government of.....

(Name & Address of the authority issuing the certificate)

▪ **Certificate No**

Date:

VALID FOR THE YEAR

1. This is to certify that Shri/Smt./Kumari.....
Son/daughter/wife of.....permanent resident
of....., Village/Street..... Post
Office..... District.....
intheState/UnionTerritory..... Pin Code..... whose
photograph is attested below belongs to Economically Weaker Sections, since the gross annual
income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year
.....His/her family does not own or possess any of the following assets*** :
- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumaribelongs to the caste
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central
List).

**Recent Passport size
attested photograph of
the applicant**

Signature with seal of Office.....

Name

Designation

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/herparents and
siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have beenclubbed
while applying the land or property holding test to determine EWS status.

The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy
Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-DivisionalMagistrate /
Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (notbelow the rank of 1st
Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

The date of issue of EWS certificate should be on or after 1st April 2023

ANNEXURE – III
MEDICAL FITNESS CERTIFICATE OF APPLICANT
FOR ADMISSION IN M. TECH. IN IIT(ISM) DHANBAD

(To be provided by a Chief Medical Officer (CMO) or Equivalent of a Government Hospital)

I, Dr..... after examining (with necessary investigations)
Mr./Ms.....Son/Daughter of Mr./Mrs.....

born on....., certify that he/she has fairly sound constitution, and that he/she has no disease or physical or mental infirmity unfitting him/her now, or likely to unfit him/her in future, for active outdoor work as practical Engineer/Technologist which involves considerable fatigue and exposure.

The following are the results of tests, measurements, etc.:-

1. Mark of identification :
2. Weight :
3. Height (in cm) :
4. Blood Pressure :
5. Pulse rate (beats/min) :
6. Blood Group :
7. Abuse of substances (if any) : Smoking / Alcohol / Drugs / Any other
8. Chest measurements : Contracted:cm Expanded:..... cm
9. Vision: Right Eye: Near: Distant:
Left Eye: Near: Distant:
10. Colour Blindness, congenital or other disease of eye (if any):
11. Hearing: Right ear: GOOD / FAIR / POOR
Left ear: GOOD / FAIR / POOR
12. X-ray PA view of chest with proper identification mark : Satisfactory / Not satisfactory If not satisfactory, then specify why:
13. If any other abnormality noticed:
14. Remarks / Special Recommendations, if any:

Conclusion: Certified that the above mentioned student is free of any communicable disease and fit to stay in hostels provided by IIT(ISM) Dhanbad and attend classes with co-students.

Date :
Place :

(Signature and Seal)

Declaration by the candidate: I declare that all the statements above are true and correct to the best of my knowledge. I fully understand that I am responsible for the accuracy of all statements given.

Candidate's Signature with date:

CV Template (Max. 2 page)

Points to be included:

1. Personal Information:

- i) Name
- ii) Current and Permanent address
- iii) Telephone number and E-mail address

2. Objective:

In one short sentence summarize your goal for pursuing the course. It is also effective to highlight your skills in the goal statement.

3. Education:

10th Standard onwards, City and State, Date of graduation, any special courses pursued.

4. Work and Related Experience:

Jobs in Industry/Teaching/R&D organizations, Internships (Include position title, company/organization, city/state, dates and a brief list of the job duties)

5. Research works:

- i. International Journals, Conferences, National Journals/ Conferences, Books, Book chapters
- ii. Patent/ Prototype/ Product/ Technology development

6. Awards and Honors:

Mention only awards and Honors given by National and International organizations.
(Include name of the award/honour, who awarded it, and when it was awarded.)

7. Skills:

Technical skills (Softwares, Programming languages known and other technical skills)

8. References (2 persons):

- i. Teacher/Professor
 - ii. Work supervisor (current or past)
- Include the name, relationship to you, organization, contact phone numbers.

Other Considerations:

Limit your resume to maximum 02 pages. Do not include birth date. Limit the use of personal pronouns such as "I". Begin sentences with action verbs. Make your resume error free. Use a simple, easy to read font style, 10-12 point.