



Indo-U.S. Science and Technology Forum

New Delhi, India

Document Checklist for Applicants

Dear Applicant,

In order to successfully submit your application for the position of Executive Director at IUSSTF, please ensure that the documents listed below accompany your e-mail. If any documents are missing, your application will be deemed incomplete and not admissible. **This document checklist is for your reference and must be submitted along with your application.**

Check (✓) each item that is to be included with your application and upload the documents in the order listed below.

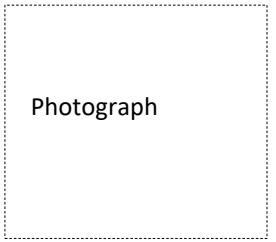
- *Application in the prescribed IUSSTF application format (please mention the latest information first in a reverse-chronological order)
- *Latest resume in the format of your choice (in a PDF or word document format)
- *Statement of vision document (word limit-500 words or less)
- *This Document Checklist
- Other relevant information/documents (Please feel free to add more spaces below)

Name of the Applicant:

Date:

The documents marked with (*) are mandatory. Please download the formats/templates, fill them and send them to recruitments@iusstf.org along with soft copies of other relevant documents that you feel may support your candidature. Please ensure that the file size of all documents attached does not exceed 15 MBs. The deadline for application submission is 15th November 2022, 05:30 PM Indian Standard Time.

**Application Format for the Position of Executive Director
Indo-U.S. Science & Technology Forum (IUSSTF)**



Sl. No.	Particulars	Description																				
1	Name	:																				
2	Nationality	:																				
3	Date of Birth	:																				
4	Educational Qualifications (Not prior to Bachelor's Degree)	:																				
		Sl. No.	Degree	Institution	Year	Area of Specialization																
5	Employment Record	:																				
		Overall total years of professional experience:																				
		<table border="1"> <thead> <tr> <th>Employer names</th> <th>Duration</th> <th>Position Held</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Employer names	Duration	Position Held	Location																
Employer names	Duration	Position Held	Location																			
6	*Details of relevant work experience	:																				
		Overall years of experience in Science, Technology and Innovation in industry/government / academia:																				
		CORE STRENGTH:																				
7	*Details of other work experience	:																				

8	Countries of work experience	:				
9	Professional Certifications /Achievements or Membership of Professional Associations	:				
10	Languages	:	Language	Speak (Poor/Fair/ Good/ Excellent)	Read (Poor/Fair/ Good/ Excellent)	Write (Poor/Fair/ Good/ Excellent)
11	References	:	<i>(Provide at least three references with names and contact information)</i>			
12	Your address/contact information	:				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the information provided above and in appended documents, is complete and accurate.

Signed (date):

*Please populate the above fields with the latest information in a reverse-chronological order and send this document, along with other documents to: recruitments@iusstf.org. Feel free to add rows to this document as needed.