Institute for Social and Academic Excellence, (IFSAEE) (Nashik)

Application Form - On-Job Training (OJT) with Stipend

APPLICATION FORM FOR ON-JOB TRAINING (OJT) WITH STIPEND

Academic Year: 2025–2026

1. STUDENT DETAILS

Field	Information to Fill
Full Name (as per Aadhar)	
Mobile No. (Student)	
Email ID	
Course & Program (UG/PG + Subject)	
Institute/College Name	
Fees Detail : **365/-** **Kindly your Application fees by Scan QR Code only**	UTR / Transaction ID No :- Date:

2. OJT REQUEST DETAILS

Field	Information
Type of OJT Preferred (✔)	☐ Clerical ☐ Admin/Back Office ☐ Academic officer ☐ Field officer ☐ Regional Manager ☐ HRA Manager ☐ Program Coordinator
Location for OJT	
Available From (Date)	___ / ___ / 2026
Available Till (Date)	___ / ___ / 2026
Hours Available per Week	_____ Hours
Language(s) Comfortable for OJT	☐ English ☐ Marathi ☐ Hindi ☐ Other: _____
Do you require stipend support?	☐ Yes ☐ No

3. PERSONAL & SKILL ASSESSMENT FOR OJT

Skill/Attribute	Self-Rating (✔)
Communication Skills	☐ Excellent ☐ Good ☐ Average ☐ Needs Support
Computer Skills	☐ Advanced ☐ Intermediate ☐ Basic ☐ None
Teamwork & Discipline	☐ Excellent ☐ Good ☐ Average ☐ Needs Support
Responsibility & Time Management	☐ Excellent ☐ Good ☐ Average ☐ Needs Support

List any relevant skills that support your OJT placement (optional):

4. DOCUMENTS TO ATTACH (Self-Attested)

No.	Document	Tick (√)
1	Student Aadhar Card Copy or Admission Receipts	☐
2	Latest Academic Mark sheet	☐
3	Resume / CV (Recommended)	☐
4	Member ID Copy (if issued separately)	☐
5	Current Educational ID Card	☐
6	Computer Knowledge Certificate	☐
7	Fees Receipt from IFSAEE	☐

5. STUDENT DECLARATION & ETHICS CLAUSE

I, _____ (Full Name), **Member ID:** _____,

hereby declare that:

✔ I am voluntarily applying for OJT as part of the IFSAEE Student Development Program.

✔ I will maintain discipline, punctuality, honesty, confidentiality and follow the rules of the OJT organisation.

✔ I understand that violation of conduct, absenteeism, misconduct, or poor performance may result in removal from the OJT and disqualification from stipend.

✔ If stipend is provided, I will use it only for education, travel, or basic student expenses.

✔ I agree that IFSAEE is not responsible for job guarantees; OJT is for experience, learning and skill development only.

Student Signature: _____   **Date:** ___ / ___ / 2026

6. PROGRAM COORDINATOR REVIEW (Office Use)

Parameter	Yes / No / Remarks
Student Suitable for OJT	☐ Yes ☐ No
CV/Resume Provided	☐ Yes ☐ No
Recommendation	☐ Approve ☐ Reject
Suggested OJT Type/Department	_____
Remarks	_____

Coordinator Name & Signature: _____

Date: ___ / ___ / 2026

Declaration by Candidate
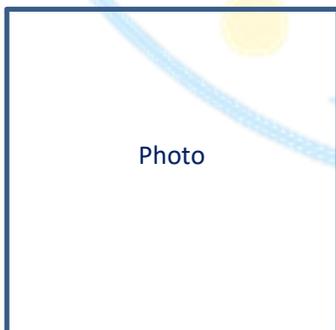## ON-JOB TRAINING (OJT) WITH STIPEND

Rules and Regulations for Online OJT
1. Candidate must attend all online sessions regularly and maintain required attendance percentage.
2. Video camera must remain ON during all sessions unless permitted otherwise.
3. Proper dress code and professional behaviour must be followed during online training.
4. Candidate must join training sessions on time; late entry beyond 10 minutes may be marked absent.
5. Assignments, tasks and project work must be submitted within the given deadline.
6. Sharing meeting link or training materials with others is strictly prohibited.
7. Misuse of screenshots, recordings or confidential documents is not allowed.
8. Any form of misconduct, misbehaviour or violation of rules may result in cancellation of training.
9. Candidate must participate actively in presentations, discussions and evaluations.
10. In case of emergency leave, prior written permission is necessary.
11. Organization reserves the right to make changes to training schedule if required.
12. Certificate will be issued only after successful completion and evaluation.

OJT STIPEND Criterion

Sr. No.	Working Level	Salary	Incentives
1	**Basic 4 Unit**	**Cumulated 3000/-**	-
2	**Standard 10 Unit**	**Cumulated 5000/-**	-
3	**Silver 16 Unit**	**Monthly 3000-9000/-**	1% incentives TS
4	**Golden 23 Unit**	**Monthly 10000-16000/-**	2% incentives + TA on TS
5	**Platinum 31 Unit**	**Monthly 17000-24000/-**	5% incentives + TA on TS

I hereby agree to follow all rules , regulations and Stipend criterion of the Online OJT program. I understand that if any rule is violated, the organization has the right to cancel my training.

Photo

Signature of Candidate: _____

Date: ___ / ___ / _____