

## INSTRUCTIONS & NOTE :

1. Attach your recent Color Photograph of size less than 1 mb.
  2. The application should accompany with a detailed covering letter along with the order of sequence :
    - a. Application Form duly filled in prescribed format (do not send hand written )
    - b. Applicants Resume of style and pattern,
    - c. Photo copy of all documents and testimonials in following order:
      1. Pan card
      2. Adhar Card
      3. B.Arch Final Year Marksheet
      4. B.Arch Degree Certificate.
      5. M.Arch Final Year Marksheet
      6. M.Arch Degree Certificate.
      7. Certificates related to other courses if any.
      8. COA Registration.
      9. PIATA Registration.
      10. IOV Registration.
      11. Current Appointment letter and Salary Slip ( Either of two)
      12. Certificates of Q.I. P / T.T.P. attended.
      13. Abstract of research papers submitted/ published with details.
  3. Attest all your Academic & Professional documents and Council of Architecture Registration Certificate. (Self-Attestation is accepted provided you present yourself at interview with the Original Testimonials)
  4. Kindly add any other details to strengthen your application.
  5. Kindly mail entire application along with your scanned testimonials as an PDF format to - **principal@vivaarch.org**
  6. Ensure to name the pdf as - **(your name - post applied ).pdf**  
for eg.- **Sunil Patil - Assistant professor.pdf**
  7. File sent by email will not be considered as application received, the application has to be made in physical form and ensure that your application is send and delivered to :

**The Secretary,  
Late Shri. Vishnu Waman Thakur Charitable Trust,  
Old VIVA College, Virar West, Dist. Palghar,  
Pin Code 401 303**
- The envelope should be marked as  
“**Application to the post of – Assistant Professor / Associate Professor / Professor**” as the case may be
- The advertisement was published in Indian Express Newspaper on October 8, 2020 and has to reach the above address on or before 23 October, 2020.**
8. **Do not print / attach this page in PDF or in print application.**