



Maharashtra Education Society's
Mukunddas Lohia College of Engineering

(Approved by AICTE, Recognised by DTE Mumbai (Government of Maharashtra) and
Affiliated to Dr. Babasaheb Ambedkar Technological University)
C.T.S. No.30, Plot No. 28, T.P.S No.1, Abasaheb Garware Campus, Karve Road, Pune – 411004

Website: <http://mlcoe.mespune.in>

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Contact Number: 020-25451049

IMPORTANT INSTRUCTIONS FOR APPLICANTS

1. Download the prescribed Application Form and fill in all the required details carefully in clear and legible handwriting or typed format.
2. The duly filled Application Form must be submitted in hard copy (3 sets) along with all the required supporting documents to the institute office on or before the last date mentioned in the advertisement.
3. Candidates must attach self-attested photocopies of the following documents along with the application form:
 - i. Application Form
 - ii. Application Letter
 - iii. CV/Resume
 - iv. Educational Qualification Certificates and Mark Sheets
(Ph.D., PG, UG, Diploma, HSC, SSC, etc.)
 - v. Experience Certificates
 - vi. University Approval Letters
 - vii. Caste Certificate and Validity Certificate
 - viii. Non-Creamy Layer Certificate (if applicable)
 - ix. PAN Card
 - x. Aadhaar Card
 - xi. Birth Certificate
 - xii. Research Publications / Patents (if applicable)
 - xiii. Ph.D Guideship Documents (if applicable)
 - xiv. Salary Slip
 - xv. Passport Size Photographs
 - xvi. Any other relevant documents specified in the application form and supporting academic, research, administrative, or professional achievements, which the candidate considers important.
4. The application should be properly arranged and enclosed in an envelope superscribed as:
“Application for the Post of _____ – [Department Name]”
5. Incomplete applications or applications submitted without the required documents will not be considered.
6. Applications not submitted in the prescribed format are liable to be rejected.
7. The institute reserves the right to reject any application that is incomplete or does not satisfy the eligibility criteria.
8. Candidates are advised to keep a photocopy of the submitted application and documents for future reference.