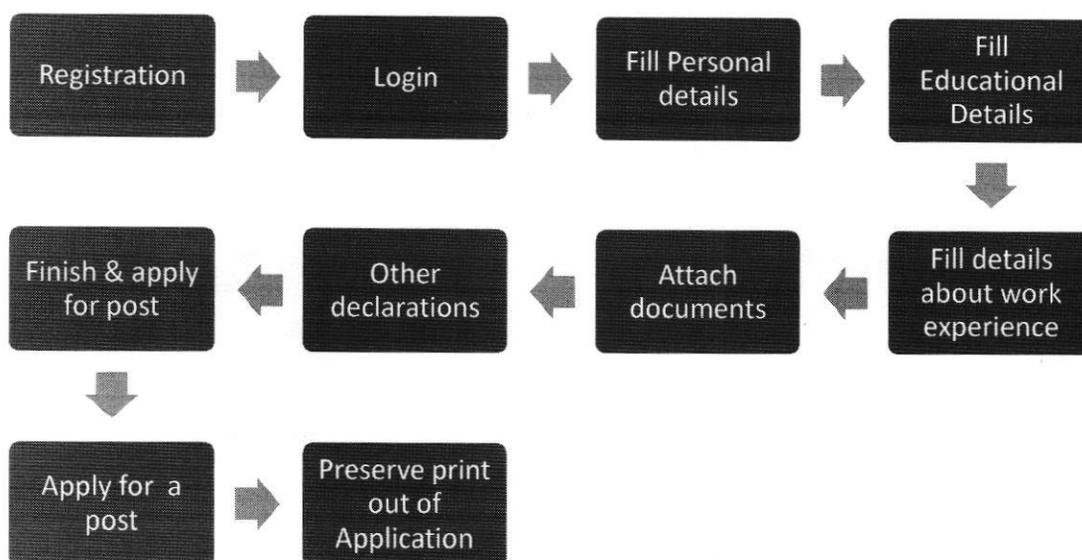


Instructions for filling up the form

[Applicants, who are applying on **deputation (including short term contract) basis**, need to submit their application in the Prescribed Proforma (Appendix I) through proper channel.

These instructions are only for applicants who are applying on contract basis

Application Process -



Note: Applicants are requested to scan all the required documents to be uploaded beforehand, as mentioned in sections (E) and (F) below.

A) Registration -

1. Name: Enter name (as in Class 10th/High School Certificate)
2. E-mail ID: Enter correct and valid e-mail ID.
3. Candidate's Date of Birth: Enter date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate).
4. Security Question: Select a security question and record your answer to reset the password.
5. Password: Make your own password as instructed in the site.

B) Login- Now login to fill up other details

C) Personal Details -

1. Address: Enter present address for correspondence with PIN code in full.
2. Mobile Number: Enter 10 digit mobile number correctly (without prefixing ZERO).
3. Nationality: Enter Nationality

D) Educational Details -

1. Educational Qualifications: Enter the details of Educational Qualifications starting from Secondary/10th onwards, mentioning main subjects/discipline, name of the Board/University and School/College, year of joining (month/year), year of completion (month/year), percentage (in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University).
2. After filling up the details click **Save/Add button**.
3. Repeat the same till last qualification.

E) Experience Details -

1. Work Experience: Fill the details in chronological ascending order with first experience in the first row and so on **including present employment**. Please select appropriate sector carefully related to the concerned work experience. Experience sector may be considered while screening the applications by the Screening Committee. While filling up the period for current employment put current date in the "to date" column if you are continuing in the same job. **Total experience will be calculated based on the entries made in the rows filled.**
2. Work Period should not be overlapped.
3. Attach up-to-date and full Experience Certificate, issued by the employer, in r/o each employment, unambiguously indicating the nature of duties, date of joining, date of relieving and duration of experience, level / position, responsibilities etc.
4. **PRESS SAVE/ADD BUTTON after filling data in each row.**
5. Mention employer name, post held, periods, emolument, nature of duties in detail to appropriate columns.
6. Additional information about present employment: Enter the other details related to present employment.
7. **PRESS SAVE DRAFT BUTTON.**

F) Upload documents -

1. Upload degree certificate against essential Educational Qualification :(**PDF format Maximum size 1 MB**)*
2. Upload **last** Salary Slip (**PDF format Maximum size 1 MB**)*
3. Upload Your Detailed Resume (**PDF File Less Than 5MB Only**) *
4. Upload Your Photograph (.jpg/.jpeg/.png or.gif image types **Less than 1 MB.**)*
5. Upload Your Signature (.jpg/.jpeg/.png or.gif image types **Less than 1 MB.**)*

Note: PLEASE REMEMBER WHILE uploading above files: the first 03 are pdf files and the last 02 are .jpg/.jpeg/.png or .gif. image types of 1 MB(1000 kb). In case of any error/update all the previously uploaded files need to be uploaded again.

G) Other Declarations -

1. Whether belongs to SC/ST/OBC/General
2. Whether any Criminal case is pending against you? if yes, please give details: select yes/no
3. Whether you were convicted by any court at any time in your life? if yes, please give details: select yes/no
4. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, please give details: select yes/no
5. Whether you have any conflict of interest or pecuniary interest that you could derive by working in this assignment with the Government of India? if yes, Please furnish details: select yes/no and also furnish details if answer is yes.
6. Carefully read the undertakings and check (✓) all four points.
7. Enter place of submission of the application form.
8. Check your details with Draft Preview.
9. Click on "Finish & Apply For Post" button.

H) **Apply for a Suitable post** - On next screen apply for a suitable post. **Before applying for a post including Preferred Area, please read again eligibility conditions, work experience required and job description thoroughly.** Candidate may please select appropriate "Preferred Area" and "Post" as per their choice and eligibility. (Please refer to the Advertisement for the advertised positions).

I) Take print out and preserve. **Same will be required at the time of interview if shortlisted.**

NOTE:

1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 60 days from the date of publication of our advertisement in the Employment News. They may refer to the advertisement/vacancy circular uploaded on the website of NITI Aayog.
3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in the available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filled up the details present employment.
4. Application will be accepted ONLINE only on the link provided on the Website of NITI Aayog. No other mode of application will be accepted for candidates from private