

Proforma for Application

Application for the post of

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1 Date of Advertisement:

2 Name in full beginning with surname (in block letters):

3 Father's name:

4 Nationality:

5 Marital Status: (married, single, widower or widow)

6 Date of birth (in Christian Era) (in figures):

7 Address for correspondence with e-mail, Mobile number and PIN Code:

8 Do you fall in any of the following categories:

- (a) Scheduled Caste : Yes / No
(b) Scheduled Tribe : Yes / No
(c) Ex-defence Personnel : Yes / No
(d) OBC : Yes / No
(e) Physically handicapped : Yes / No
(specify which type of PH)

9 Educational History:

Name of Institution / Board / University	Exam / Degree	Year of Passing	Main Subject with %age of marks in each	Marks %age aggregrate and Division

10. Professional Training:

Organization	Period	Details of Training

11. Employment records (Details in chronological order, starting with first job):

Name & address of employer / institution	Period of service From - To	Designation (with scale of pay)	Description of work	Whether permanent or temporary	Reason of leaving

11 (A). Details of experience in the following fields:

- (i) Administrative Experience :
- (ii) Educational Experience :
- (iii) Project Experience :

12 Details of present employment:

- (i) Designation of the post held :
- (ii) Date from which held :
- (iii) Scale of the pay of the post :
- (iv) Whether present post is held on Regular / tenure / deputation or adhoc basis and since when :
- (v) If on deputation, details of post held :
On regular basis / scale of pay and since when
- (vi) Name of the organization with full address indicating name and designation of the contact person and telephone / fax numbers :
- (vii) Category of the Organization:
(a) Government / State Government
(b) PSU / Autonomous Bodies
(c) Private

13. Provide the detail break up of remuneration in your last / present job:

- (i) Scale of pay/Grade Pay with Basic pay per month:
- (ii) Other allowance (indicate each separately):
- (iii) Total emoluments:

- (iv) Next increment due on:
14. Resume of Research work / experience, if any, (one set of reprints be furnished, if available)
15. Field of special interest:
16. Are you under any contractual obligation to serve the Central / State Government / any other Public Sector Undertaking / Autonomous Body? If so, please furnish full details.
17. Name and address of two persons (not relatives) to whom reference can be made regarding your professional competence:
18. One page write-up on analyzing your experience with reference to the functions / activities described in the advertisement.
19. Whether applying on Direct Recruitment or transfer (i.e. absorption basis)
20. Any other information you may wish to add:
22. **Declaration:** I shall, if and when required, take temporary / permanent duty in the discharge of NIELIT assignments anywhere in India or abroad.

I certify that the above information is correct and complete to the best of my knowledge and nothing has been concealed / distorted. If at any time, I am found to have concealed / distorted any material information; my appointment shall be liable to be summarily terminated without notice or compensation.

Place:.....

Date:.....

Signature of the candidate

Name:

PART – II

(To be filled in by the Competent Authority in the case of Candidates who are presently working in Government / PSUs / Autonomous Organizations)

Certified that:-

- i) The information given above by the officer is correct
- ii) No vigilance / disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature:.....

Name:.....

Designation:.....

Place:

Department /

Organization:.....

Date:

(Seal)