

NIELIT HEADQUARTERS							Affix your recent passport size photograph
APPLICATION PROFORMA							
Application for the Post of							
Mode of Recruitment (Direct Recruitment, Deputation OR Transfer (Absorption basis))							
1.	Name of the Candidate (in Block Letters)						
2.	Father's /Husband's Name						
3.	Mother's Name						
4.	Sex (Male/Female)						
5. (a)	Date of Birth (DD/MM/YYYY)						
5.(b)	Age as on the last date for submission of application	Years		Months		Days	
6	Nationality	By Birth			By Domicile		
7	Marital Status (Married/Unmarried)						
8	Whether SC / ST / OBC / PH / General (mention the applicable category)						
9 (a)	Address for Communication						
9 (b)	Tel. No.(Landline-Res)	Landline –Office		Mobile		Email_id	
10	Details of Educational /Professional Qualifications in chronological order: (Attach documentary proof with hard copy)						
S. No.	Degree	Year of Passing	Name of College and University	Main Subject /Branch	Regular/ Distance Mode	% age of Marks	Class/ Division
1							
2							
3							
4							
5							

11	Details of Past Employment (in chronological order) (indicate break in service, if any, alongwith reasons thereof):						
S. No.	Name & Address of the Employer	Designation	Pay Scale & Total Emoluments	Brief of Job Profile	Period (dd / mm / yyyy)		Reason for leaving
					From	To	
12	Details of Present Employment:						
(i)	Name of the Organisation						
(ii)	Address						
(iii)	Status of the Organisation (Central Govt. /State Govt. /PSU /Autonomous Body /Private)						
(iv)	Designation						
(v)	Scale of Pay; Total Emoluments						
(vi)	Period – From (dd /mm / yyyy) to (dd /mm / yyyy)						
(vii)	Nature of Post Held (Regular / Substantive / Officiating/Adhoc /Temporary /Contract/on Deputation)						
(viii)	Brief of Present Job Profile (attach separate sheet, if required)						
13	Date of superannuation (as per your service rules) in DD/MM/YYYY format						

14	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post (YES/NO)	
15	Additional Information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if required)	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the application performance duly supported by required documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.		
Date:		(Signature of the candidate)

VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER	
<i>(To be filled in by the Competent Authority where the candidate is presently working)</i>	
It is certified that the information furnished by Shri / Ms. _____ who is applying for the post of _____ in NIELIT, has been checked as per the service records of the individual and found to be correct.	
Neither any Vigilance/Disciplinary Proceedings are pending nor a decision has been taken to initiate Vigilance /Disciplinary Proceedings against Shri / Ms. _____	
In the event of his / her selection Shri / Ms. _____ will be relieved of his / her duties in this office.	
Date:	Signature with Office Seal (in the hard copy)
	Name
	Designation
	Contact No.
Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.	