Instructions for filling the form

1.   Post: Select the post for which applying for

2.   Name: Enter name (as in Class 10th/High School Certificate)

3.   Father's Name: Enter father's name (as in Class 10th/High School Certificate)

4.   Address: Enter present address for correspondence with PIN code in full.

5.   Candidate Date of Birth: Enter date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate). For e.g.: If candidate's date of birth is 13th August, 1993, fill as 13/08/1993.

6.   Contact Number: Enter landline phone number, if any, with the relevant STD/ISD Code (enter only numbers e.g. 01123042421)

7.   Mobile Number: Enter 10 digit mobile number correctly (without pre-fixing ZERO). (option provided to enter digits from 10-15)

8.   E-mail ID: Enter correct and valid e-mail ID.

9.   Educational Qualifications:

— Secondary : Enter the discipline, Board/ University/ Year of joining ,year of completion, percentage/CGPA/grade

   - Senior Secondary: Enter the discipline, Board/University, Year of joining , year of completion , percentage/CGPA/grade

   - Graduation: Enter the discipline, Board/ University, Year of joining, year of completion, percentage/CGPA/grade.

   - Post-Graduation: Enter the post graduate degree, discipline, Board/ University, Year of joining ,year of completion, percentage/CGPA/grade.

— For additional educational qualifications: Select the additional educational qualifications. Also, mention the discipline against the course and other relevant details.

10.   Experience
Mention the area of experience, Employer, brief job description, Period of Experience.
The **period of experience** may be correctly mentioned as per the work experience document/ certificate.

11.   Name of the Present employer with address

12.   Salary drawn per month at present   Enter present salary drawn per month

13.   Remarks   :   Enter remarks, if any.

14.	Detailed Resume :	Upload latest resume in .pdf format
15.	Photograph :	Upload latest photograph in .jpg format
16.	Signature :	Upload latest signature in .jpg format

NOTE:

1. Candidates must ensure that they are fulfilling all eligibility conditions while applying for engagement of Consultants on the date of submission of application. They may refer to the advertisement uploaded on the website of NITI Aayog.

2. 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 their available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application.**

3. Candidates are advised to use the system calendar indicated in the online application for the relevant date columns (eg. Date of birth, Period of work experience etc.).

4. Application will be accepted ONLINE only on the link provided on the Website of NITI Aayog. The last date of submission of ONLINE application will be 21 days from the date of publication of the advertisement in the newspaper. No other mode of application will be accepted.

5. Candidates are advised to indicate their active and valid e-mail IDs in the ONLINE application and check their e-mails at regular intervals.

6. NITI Aayog does not assume any responsibility if any candidate is not being able to submit his/her application on account of technical reasons or for any other reason beyond the control of NITI Aayog.

7. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.

8. Candidates need not send the printout of the ONLINE application or any other supporting documents.

9. In case of any clarification on web related issues, please contact at: nic-niti @gov.in **. Queries will be clarified till 05.00 PM on the last day of filing of online applications.**

10. In case of any clarification other than web related issues, please contact at recruitment-niti@gov.in. **Queries will be clarified till 05.00 PM on the last day of filing of online applications.**