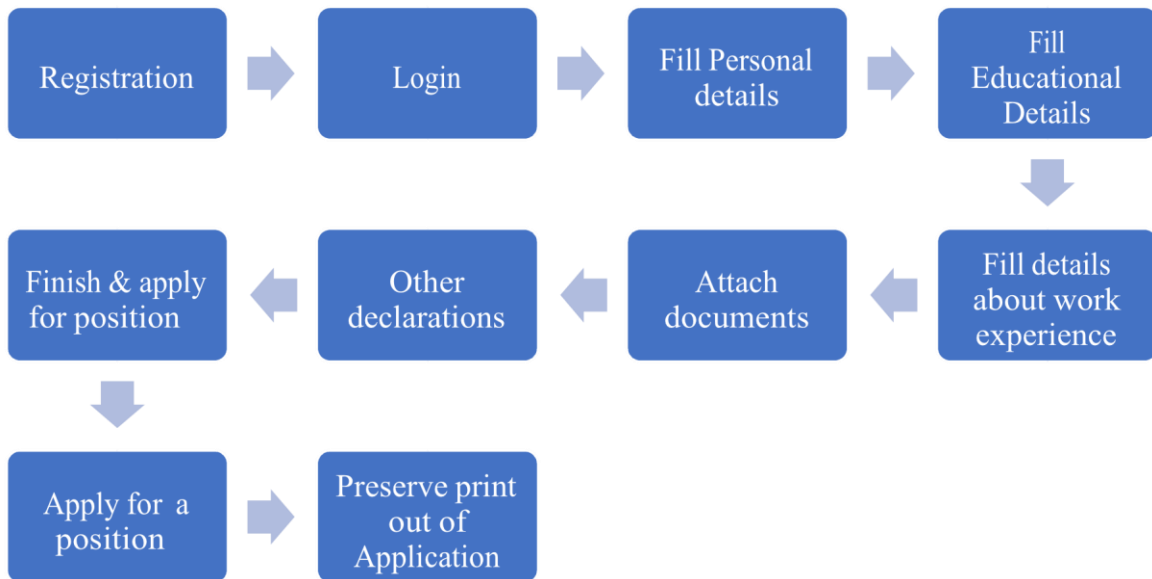


Instructions for filling up the form

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 (Applicants are requested to register themselves afresh as the vacancies in question are fresh) –

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 on the site.

B) Login - Now login to fill up other details

C) Personal Details -

1. Salutation: Choose salutation from the dropdown (Mr/Mrs/Ms etc)
2. Address: Enter present address for correspondence with PIN code in full.
3. Mobile Number: Enter a 10-digit mobile number correctly (without pre-fixing ZERO).
4. Nationality: Enter Nationality

D) Educational Details -

1. Educational Qualifications: Enter the details of Basic Educational Qualifications starting from Secondary/10th to graduation, 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. **After filling up basic qualifications, add essential qualifications of Masters in Science/ Technology/ Engineering/ Business Management or 2 years full time PG Diploma in Business Management/ Masters in Policy related fields (Pls refer to the Advertisement for the list of essential qualifications).**

E) Experience Details -

1. Work Experience: Fill the details in chronologically ascending order with the first experience (**after completion of essential educational qualification**) in the first row and so on including present employment. While filling up the period for current employment, put the 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 Periods 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. Mention employer name, the post held, periods, emolument, nature of duties relevant to the post in detail, and Sector to appropriate columns.
5. PRESS THE SAVE / ADD EXPERIENCE button after filling in data in each row.

F) Upload documents -

1. **Upload degree certificates against all Educational Qualifications including essential ones. (PDF format Maximum size 1 MB)***
2. Upload the last Salary Slip or Income Tax Return (ITR) for the assessment year 2020-21 (**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.**)*
6. **Press SAVE AS DRAFT button.**

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 any Criminal case is pending against you? if yes, please give details: select yes/no
2. Whether you were convicted by any court at any time in your life? if yes, please give details: **Select Yes/ No**

3. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, please give details: **Select Yes/ No**
4. Whether you have any conflict of interest or pecuniary interest that you could derive by working on this assignment with the Government of India? **Select Yes/ No.**
If yes, Please furnish details:.....
5. Carefully read the undertakings and check () all four points.
6. Enter the place of submission of the application form.
7. Check your details with Draft Preview.
8. Click on the “Finish & Apply For Position” button.

G) **Apply for a Suitable position** - On the next screen, select the position you wish to apply for. Please read again the eligibility conditions, work experience requirement, and job description thoroughly from the advertisement.

H) **Please note down the unique NITI Registration ID, take a printout of the application and preserve it for future reference. The same will be required at the time of the 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 an Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the date of advertisement for the position of Program Director. 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 essential educational qualifications with respect to the position concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in the documents available with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filled up.**
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. The last date of submission of the ONLINE application is 30 days from the date of advertisement in the Newspapers.
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 the ONLINE application.
8. Candidates need not send the printout of the ONLINE application or any other supporting documents.
9. The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.

10. The candidates must ensure that the following points are followed to enable hassle-free submission of the application:
- a) Please use the system calendar indicated in the online application for the relevant date columns (eg . Date of birth, Period of work experience, etc.).
 - b) Please enter the experience in ascending chronological order.
 - c) Date later than the present date should not be chosen for the educational Qualifications. Therefore, the last date should not be later than the present date.
 - d) Date later than the present date should not be chosen for the experience. Therefore the last date should not be later than the present date
 - e) **Candidate Should enter the completed qualifications only and not the pursuing ones.**
 - f) The entries should be in accordance with the eligibility requirements as prescribed in the advertisement.
11. In case of any clarification on web-related issues, please write to nic-niti@gov.in. **For administrative queries**, write-through mail to admn-aim@gov.in. Queries will be clarified only till 03.00 PM on the last day of filing of online applications.
