

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. 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). Two such numbers can be entered.
7. Mobile Number: Enter 10 digit mobile number correctly (without pre-fixing ZERO). (option provided to enter digits from 10-15). Two such numbers can be entered.
8. E-mail ID: Enter correct and valid e-mail ID.
9. Educational Qualifications:
 - Secondary and Senior Secondary Examinations: Mention the discipline, Board/ University, Year of joining and year of completion of the Secondary and Senior Secondary Examinations
 - Graduation: Select the graduate degree and mention discipline, Board/ University, Year of joining and year of completion.
 - Post-Graduation: Select the post graduate degree, and mention discipline, Board/ University, Year of joining and year of completion.
 - For additional educational qualifications: Select the add button and fill the requisite details.

For all the examinations/ courses, the candidate has to enter month and year of Joining, month and year of completion, and the percentage/grade/CGPA/NA awarded for the particular course/ qualification.
10. Essential Work Experience
Select the area of experience and mention Employer, brief job description and Period of Experience.
The **period of experience** may be correctly mentioned as per the work experience document/ certificate.
11. Preferred Area
The candidate is required to enter his/her preferred Area. The preferred area is indicative in nature and NITI Aayog can utilize the services as per their requirement.

12. Remarks : Enter remarks, if any.
13. Detailed Resume : Upload latest resume in .pdf format
14. Photograph : Upload latest photograph in .jpg format
15. 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. 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.
4. Candidates are advised to indicate their active and valid e-mail IDs in the ONLINE application and check their e-mails at regular intervals.
5. 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.
6. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.
7. Candidates need not send the printout of the ONLINE application or any other supporting documents.
8. The candidates must ensure that the following points are followed to enable hassle-free submission of 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

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.**