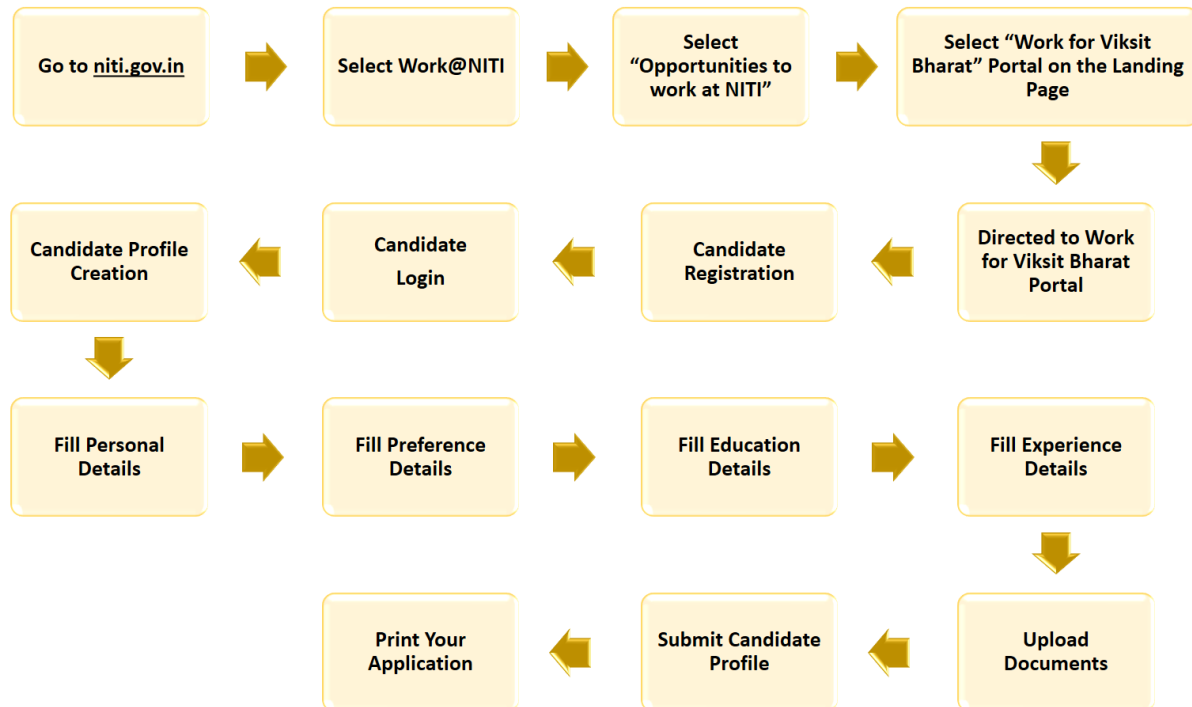


## Instructions for filling up the form on the Work for Viksit Bharat Portal

### Application Process



**Note: - Applicants are requested to scan all the required documents to be uploaded before-hand.**

#### A. Candidate Registration

- Enter your name exactly as it appears on your Class 10th/High School Certificate.
- Enter a correct and a valid email id. It should be unique.
- Enter a 10-digit valid mobile number.
- Enter your date of birth in DD/MM/YYYY format. Your DOB should be as registered in class 10<sup>th</sup>/High School Certificate.
- The specified format to create your password is that there should be: -
  - At Least one Letter
  - At least one capital letter
  - At least one number
  - At least 8 characters
  - At least one special character (@ # \$ % ^ & + =)

#### B. Candidate Login

- Enter the registered email id and password as entered the time of registration.

**C. Personal Details**

- Your DOB should be as registered in class 10<sup>th</sup>/High School Certificate.
- Enter the name of either of your parent/legal guardian.
- Enter your complete permanent and present address including the PIN code for correspondence. If your present and permanent addresses are different, you may provide both.
- Enter your valid/legal domicile details including country, state, district and nationality.
- Select the area of expertise based on your work experience from the dropdown list.
- Select the languages you know (read/write/speak) from the dropdown.

**D. Preference Details**

- Select the area of interests from the listed areas in the dropdown list based on your educational qualifications and work experience.
- You can apply for the positions of the Young Professional (YP), Consultant Grade 1, Consultant Grade 2, and Senior Consultant.
- Multiple selection can be done if eligible as per the consultancy guidelines.

**E. Education Details**

- Enter the details of basic educational qualifications starting from Secondary/10th to graduation, mentioning main subjects, Name of the Board/University, Course Type (Full-Time/Part-Time/Correspondence/Distance Learning), Joining & Passing Month & Year, and Percentage (if grades/CGPA are provided, convert them to the equivalent percentage using the formula prescribed by your board/institute/university).
- Upload the marksheet and degree certificate in the PDF format. Ensure the size range for both should be 50Kb to 500Kb.
- After providing details of your basic qualifications, include information about your post-graduation, master's degree, or any higher qualifications. if any.

**F. Experience Details**

- Fill the details in chronological ascending order.
- Please select appropriate sector carefully related to the concerned work experience.
- Select the checkbox stating "I Am Currently Working in this Role" if you are currently employed with the mentioned employer.
- The experience of internship/training will not be considered.
- Overlapping of the work period is strictly prohibited.
- Work experience includes up to 03 years for PhD holders provided no work experience is counted during those 3 years.
- Mention employer name, post held, periods, emolument, nature of duties, employer type relevant to the post in detail and Sector to appropriate columns.
- 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.

**G. Sector-wise Experience Details**

- Please select the tenure of your work experience in years and months for the relevant sectors, including Government Sectors/Rural Areas/North East/Aspirational Districts/NITI Aayog/Research Organizations/UN/World Bank/other Multi-Lateral Institutes/Development Partners.

**H. Upload Required Documents**

- Upload your recent photograph in the Jpg/Jpeg/png format. Ensure the file size is between 50Kb to 100Kb.
- Upload your Signature in the Jpg/Jpeg/png format. Ensure the file size is between 20Kb to 50Kb.
- Upload your detailed resume in the PDF format. Ensure the file size is between 100Kb to 500Kb.
- Upload your latest salary slip in the PDF format. Ensure the file size is between 100Kb to 500Kb.
- Upload any one of the address proof (Aadhar/PAN/Driving Licence/Passport) in the PDF format. Ensure the file size is between 100Kb to 500Kb.
- Upload your aadhar card in the PDF format. Ensure the file size is between 100Kb to 500Kb.

**Note: - In case of any error/update all the previously uploaded files need to be uploaded again.**

**I. Other Details**

- Select YES/NO: -
  - o Whether any criminal case is pending against you? If yes, please give details.
  - o Whether you were convicted by any court at any time in your life? If yes, please give details.
  - o Whether any financial liabilities/any other obligation are pending with present employer? If yes, please give details.
  - o Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the government of India? If yes, please give details.
- Carefully read the undertakings and check all four points before submitting the profile.

**J. Candidate Profile Submission**

- Please make a note of your unique NITI registration ID received after profile submission.
- This submitted profile will work as your job application for the positions/job vacancies.

For any queries related to form filling you can refer the [FAQs](#) available on the Work for Viksit Bharat Portal.

## General Instructions

- The essential qualifications listed in the Consultancy Guidelines are the minimum requirements. Merely possessing these qualifications does not entitle candidates to be called for an interview.
- Candidates are requested to fill all the entries in their own interest.
- Data related to the essential educational qualifications specific to the post you are applying for must be filled in without fail.
- Data related to experience (especially period of experience) should be mentioned correctly as indicated in the documents available with the candidate.
- Candidate must ensure that there is no overlapping of the experience entered by them.
- Applications will be accepted ONLINE only through the Work for Viksit Bharat Portal link provided on the NITI Aayog website. No other mode of application will be accepted.
- Candidates are advised to indicate their active and valid e-mail ID in the ONLINE application and check their e-mails at regular intervals.
- 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.
- Candidates are not required to send the printout of the ONLINE application or any other supporting documents.
- The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.
- The candidates must ensure that the following points are followed to enable hassle- free submission of application:
  - o Please use the system calendar indicated in the online application for the relevant date columns (eg. Date of birth, Period of work experience, etc.).
  - o Please enter the experience in ascending chronological order.
  - o 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.
  - o 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.
  - o Candidate should enter the completed qualifications only and not the pursuing ones.
- In case of any clarification on web related issues, please write to [nic-niti@gov.in](mailto:nic-niti@gov.in). For administrative queries in r/o positions for NITI, write through mail to [admn1b-niti@gov.in](mailto:admn1b-niti@gov.in) preferably, or contact at- 011-2309-6604.