**Application Proforma for the post of**

**Office Executive (IT) In NAFED**

**ANNEXURE - A**

**INSTRUCTIONS TO THE CANDIDATES**

1. Applicants are requested to fill their details, in the prescribed Application Form (Typed) appended below at **Annexure-B** and send the same by **e-mail only** at [**recruitment@nafed-india.com**](mailto:recruitment@nafed-india.com) in “MS WORD” format only. **OFF LINE APPLICATIONS OR IN ANY MODE OTHER THAN MAIL ID** [**recruitment@nafed-india.com**](mailto:recruitment@nafed-india.com) **SHALL NOT BE CONSIDERED AND REJECTED.**
2. Before mailing the application, candidates are advised to attach following documents along with the application;
3. Scanned copy of the recent coloured passport size photograph (JPG) bearing full signature of the candidate across the photograph and below the photograph;
4. Scanned copies of the certificates of the educational qualifications, experience certificate, Aadhar and other relevant testimonials.
5. Candidates working in Government / PSUs are requested to submit the application form along with following documents through proper channel:-

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1. Cadre clearance
2. Integrity certificate
3. List of major / minor penalties imposed if any during the last 5 years. (**If no penalty has been imposed a “Nil’ certificate should be enclosed);**
4. Vigilance clearance certificate;
5. Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
6. The eligibility of the applicant will be determined after the last date of receipt of applications in NAFED. Applications received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.
7. **Closing date for submission of Application: 15th July 2025.**

**ANNEXURE - B**

**Application Proforma for the post of**

**Office Executive (IT) In NAFED**

**Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| 1. Name of the candidate |  |
| 1. Father’s Name |  |
| 1. Date of Birth (DD/MM/YYYY) |  |
| 1. Religion |  |
| 1. Nationality |  |
| 1. Marital Status |  |
| 1. Address / Contact Details: |  |
| 1. E-mail ID for correspondence |  |
| 1. Mobile No. |  |

1. Academic / Professional Education Summary: (Starting from most recent)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Examination** | **Certificate / Degree Name** | **Board / University / College** | **Year of Passing** | **Grade / Division / Percentage of marks in aggregate** | **Main Subjects** | **Remarks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Work / Experience Summary): (Starting from Current/most recent) – for applicants from Private Sector / PSUs / Autonomous / Cooperatives, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer | Designation | From  (MM/YY) | To  (MM/YY) | Nature of duties in detail | Annual Turnover of Employer (Attach the proof)  Rs. in Crore |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Experience (In Years & Months):  Relevant Experience to the post applied (In Years & Months): | | |  | | |

Continued

1. **Work / Experience Summary) : (Starting from Current/most recent) – for applicants from Govt. Sector.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office / Organization | Post held on regular basis | Period of Service | | Pay Band and Grade Pay / Pay scale of the post held on regular basis | | | Nature of appointment whether regular / adhoc / deputation | Nature of duties in detail |
|  |  | From | To | Pay in PB | G.P. | Basic Pay & Level as per 7th CPC |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Experience to the post applied (In Years & Months): | | | | | | | | |

**Annual Gross Salary of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Declaration:**

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

**Name:**

**Place :**

**Date :**

**18. Disclaimer:**

The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. Nafed shall not be responsible for late receipt or non-receipt of application/s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.

**Date: Signature of the Candidate**