

APPLICATION FORMAT FOR ENGAGEMENT ON FIXED TERM CONTRACT BASIS(To be Forwarded by Speed Post only)[REF : ADVERTISEMENT NO. IOLHqrs/100(3)/2026-Rectt]

To,

The Chairman & Managing Director
 India Optel Limited, OFILDD Campus
 Raipur, Dehradun (Uttarakhand)
 Pin - 248008

Paste a recent
 Passport size
 Photograph (Self-
 Attested in front) to
 be firmly pasted
 (not to staple)

APPLICATION FOR THE POSITION OF _____

1.	NAME (IN FULL AND BLOCK LETTERS)	
2.	FATHER'S NAME	
3.	MOTHER'S NAME	
4.	MARITAL STATUS	
5.	SPOUSE NAME	
6.	GENDER	
7	NATIONALITY	
8	DATE OF BIRTH(DD/MM/YYYY)	
9	AGE IN YEARS, MONTHS & DAYS. (AS ON CLOSING DATE OF ADVERTISEMENT)	
10	WHETHER BELONG TO SC/ST/OBC/EWS (Mention category). Certificate to be enclosed	
11.	WHETHER BELONG TO EX-SERVICEMAN. Discharge Certificate to be enclosed	
12.	WHETHER BELONG TO PERSONS WITH DISABILITY (PwBD). Please mention YES/NO. Mention PwBD category.	
	Mention Percentage of Disability. PwBD Certificate to be enclosed.	
13	QUALIFICATION.	
	PROFESSIONAL QUALIFICATION	
	OTHER QUALIFICATION (If any)	
14	WORK EXPERIENCE (TO BE RELEVANT AS PER POST APPLIED)	
	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON CLOSING DATE OF ADVERTISEMENT(IN YEAR, MONTHS AND DAYS)	

15	PRESENT EMPLOYMENT STATUS - WHETHER PRESENTLY EMPLOYED (YES/ NO)	
	IF YES - NAME OF THE EMPLOYER	
16	WHETHER GOVT/ PSU/PRIVATE	
17	DATE OF RETIREMENT/SEPARATION FROM LAST EMPLOYMENT	
I	NAME OF THE COMPANY/DEPARTMENT (RETIRED/ SEPARATED)	
II	WHETHER CPSE/STATE PSE/GOVT. DEPARTMENT/PRIVATE SECTOR.	
III	POST CURRENTLY HELD ON REGULAR (SUBSTATIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT/SEPARATION	
18	PRESENT ADDRESS FOR COMMUNICATION	
19	PERMANENT ADDRESS	
20	MOBILE NO. (MANDATORY)	
21	E-MAIL ID (MANDATORY)	
22	AADHAAR NUMBER	
23	PAN NUMBER	
24	TWO PROMINENT & VISIBLE IDENTIFICATION MARKS	1. 2.

25. EDUCATIONAL & PROFESSIONAL QUALIFICATIONS:

Qualification from 10 th Class onwards	Year of Passing	Name of the School/ Institution	Name of Board/ University	% of Marks obtained

(May attach a separate sheet if space becomes constraint)

26. DETAILS OF PRESENT EMPLOYMENT/ PREVIOUS EXPERIENCE (IF ANY):

SL. No.	Name of the Company/ Organization	Central Govt./ State Govt./ PSU/Autonomous/Private etc.	Post held	Period of Employment		Nature of Duties Performed
				From	To	

(May attach a separate sheet if space becomes constraint)

27. Any additional information (if any) which you would like to mention in support of your suitability for the post or in relation to the post.

28. Documents to be attached (whichever is applicable):-

Sl. No.	Enclosures
1	Valid document evidencing date of Birth of the candidate (Secondary/ Matriculation School certificate/ Birth Certificate
2	Educational Certificates – Mark Sheets, Degree, Diploma, Graduation, Post-Graduation Certificate(s) etc.
4	Work Experience – (i) Joining-Relieving letter from Company / Organization (ii) Experience/ Service Certificate/ Salary statement/ Bank Statement issued by Company/ Organization (it should indicate date of joining or date of relieving from each organization where worked) (iii) Salary Certificate issued by present/ past employer.
5	Two copies of Photographs- one pasted on application form and one to be retained by the applicant for Admit Card when appearing for Trade Test.

DECLARATION

I, Shri/ Smt./ Km _____ have read the Terms and Condition and the instructions given in the detailed advertisement carefully before sending this application. I declare that the Terms and Conditions and instructions as given in the detailed advertisement are acceptable to me. I also hereby declare that all the statements made in my application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information furnished by me in my application form will lead to cancellation of my candidature/ debarment at any time.

Further, I also understand that the engagement is purely temporary and contractual and on Full Time Fixed Term Contract Basis and is not against any Permanent vacancy & this engagement will not give me any right to claim for regular/permanent employment in the company.

Date:

Signature of candidate

Place: