

**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).<br>Certificate to be enclosed       |  |
| 11. | WHETHER BELONG TO EX-SERVICEMAN.<br>Discharge Certificate to be enclosed                |  |
| 12. | WHETHER BELONG TO PERSONS WITH DISABILITY (PwBD).<br>Please mention YES/NO.             |  |
|     | Mention PwBD category.                                                                  |  |
|     | Mention Percentage of Disability.<br>PwBD Certificate to be enclosed.                   |  |
| 13  | QUALIFICATION.                                                                          |  |
|     | PROFESSIONAL QUALIFICATION                                                              |  |
|     | OTHER QUALIFICATION (If any )                                                           |  |
|     | PROFICIENCY IN TALLY SOFTWARE (YES/NO)<br>(if yes, certificate/document to be attached) |  |
| 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.<br>2. |

**25. EDUCATIONAL & PROFESSIONAL QUALIFICATIONS:**

| Qualification from 10 <sup>th</sup> 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.

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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 –<br>(i) Joining-Relieving letter from Company / Organization<br><br>(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)<br><br>(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: