



(MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)  
A-10/A, Sector-24, NOIDA

Ref: FDDI/NOIDA/APPT/15

<b>Post Applied for:</b>	
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(Please affix a recent passport size color photograph)

<b>Center</b> (Please tick. your preference)	<input type="checkbox"/>	NOIDA	<input type="checkbox"/>	FURSATGANJ	<input type="checkbox"/>	CHHINDWARA	<input type="checkbox"/>	JODHPUR	<input type="checkbox"/>	GUNA
	<input type="checkbox"/>	KOLKATA	<input type="checkbox"/>	CHENNAI	<input type="checkbox"/>	ROHTAK	<input type="checkbox"/>	OTHERS	<input type="checkbox"/>	

Full Name	
Present Address	
Permanent Address	
Phone Number with STD Code	
Mobile Number	
E-mail	
Father's/ Husband's	
Date of Birth DD/MM/YYYY	
Marital Status	
Nationality	

**Academic background (Starting from highest)**

SN	School/Institute/University	Qualification	Year of passing	Percentage of Marks/grades obtained (if any)
1				
2				
3				
4				

**Tick the appropriate box**

General

SC

ST

OBC

PH

**Experience (Start from Current Experience)**

Sl.No.	Name of the Organisation	(Grade / Designation)	Period		Last Salary (Gross / Month)	Total Service
			From	To		
1						
2						
3						
4						

**Total years of Experience as on 01<sup>st</sup> April 2015 -**

***Trainings and workshops attended***

SN	Topic	Institution/Organization
1		
2		
3		
4		

***Areas of Teaching Interest***

***Present CTC***

***Any other information that the candidate would like to give in support of his/her candidature (attaché details accordingly)***

**Declaration:** I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge. In case any information being found false or incorrect my candidature shall stand cancelled and all claims of recruitment will stand forfeited.

**(Signature of the Candidate)**

**Place:**

**Date:**

***Note: The candidate may use additional paper if required.***

## General Conditions

- i. Only Indian Nationals need apply.
- ii. Appointment will be on Contractual basis for a period of three years and selected candidates will be on probation for a period of one year.
- iii. Selected candidates will be required to serve anywhere in India.
- iv. A candidate's single application should be sent in one envelope. Applications by a single candidate for more than one post must be sent separately, in marked envelopes. Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained.
- v. No. of vacancies shown against the post can be increased or decreased or even reduced to zero, at the discretion of the management without assigning any reason. FDDI will not be liable to compensate the applicant for the consequential damages, if any.
- vi. FDDI will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.
- vii. Minimum qualifications mentioned shall be from a recognized University /Institution
- viii. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason and to increase / decrease the number of posts depending on the requirement or to raise the Standard of Specifications to restrict the number of candidates to be called for written test / interview.
- ix. Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.
- x. Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect.
- xi. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government of India, issued by Competent Authority.
- xii. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
- xiii. The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Institute.
- xiv. No correspondence will be entertained with the candidates not short listed.
- xv. Incomplete application or applications will be rejected and no correspondence in this regard will be entertained.
- xvi. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- xvii. Only shortlisted candidates will be intimated regarding Interview by Post/email.
- xviii. Management will not be responsible for delayed receipt / non-receipt of applications.
- xix. Candidates are allowed to answer in Hindi medium also.
- xx. The decision of Management regarding selection will be final

### **Mode of Selection:**

The eligible candidates short-listed based on the initial scrutiny will be called for test and interview as applicable. Suitable instructions in this regard will be sent to the candidates individually.

### **How to Apply:**

Application in the following prescribed format duly filled and a set of attested photocopies of the relevant certificates in proof of qualifications, age, category and affixing passport size photograph at the space provided should be sent in a sealed cover duly super scribing the "NAME OF THE POST / CATEGORY" as the case may be so as to reach the undersigned.

### **Instructions**

1. Duly filled applications along with relevant enclosures, super scribing the envelope with the Name of the post & category, to be sent to **Manager (Admin & Pers), FDDI, (MINISTRY OF COMMERCE & INDUSTRY, GOVT OF INDIA)A-10/A, Sector-24, NOIDA**
2. Please apply only for post advertised. Non-compliance may result in rejection of application