

General instructions :

- ✓ All the fields with * are mandatory to fill.
- ✓ Keep saving once you complete a particular section of the application form.
- ✓ Even after saving a particular section; you have the option to update the information.
- ✓ If you are not able to complete the form in one go, your saved data will be safe. You can again log in and complete the remaining part of the application form.
- ✓ If you want to apply for more than one position, you can use the same login ID and password.
- ✓ The purpose of online format is to provide essential information related to the position, however you are free to include your additional information in your CV, which you are not able to give in the online format. Uploading of your CV is mandatory.

HOW TO FILL

New Registration – (* are mandatory)

- Enter First Name, Middle name and Last Name. (if you don't have any middle name or last name, just fill your first name)
- Enter Date of Birth, Mobile number, Email.
- Create your own password for login.
- Enter the code and click on **Save and Continue** button.

Registered User Login – (* are mandatory)

- Enter Email and Password and click on **Save and Continue** button.

For retrieving your Password – (* are mandatory)

- If you have forgotten your password, please use this format
- Fill required data and click on **Save and Continue** button.
- Your new password will be forwarded on your email account.

Forget Password

* Applicant Name* : (First) (Middle) (Last)

* Date Of Birth* : Day / Month / Year
(Date of Birth as recorded in the Matriculation/Secondary Examination Certificate)

* Mobile* :

* E-Mail* :

* Confirm E-Mail* :

 **hb4ymf**
Enter the code above here : Can't read the image? click [here](#) to refresh

Basic Details – (* are mandatory)

- Registration Data – Applicant Name, Date of Birth, Mobile No. and Email are locked once you complete and save the data.
- *Enter your Father's/Husband's Name and Mother's Name.
- *Select Nationality, Gender and Marital Status.
- *Are you Govt Regular Service [Yes/No].
 - i) If yes than enter, pay-band and grade pay.
- *Are you Govt Retired Person [Yes/No].
 - i) If yes than enter, pay-band and grade pay at the time of retirement.
- *When are you available to take up a new appointment - (you have to give no of days required by you to join on this position, if selected) (Expected time is maximum 30 days)

Click on **Save and Continue.**

- ☞ If you want to change/update any information, please click on **Update and Continue.**

Upload Photograph –

- *Choose file (jpg/jpeg). Click on **Upload Photograph**

Address –

- *Enter Your Correspondence Address.
- * Click on check box - If Permanent Address is same as correspondence address.

Click on **Save Address,**

- ☞ If you want to change/update your address, please click on **Update Address.**

Kindly keep on saving after completing every section.

127.0.0.1 Basic Details Apply for Position Other Details Validate & Print HowToFillApplication

Basic Profile

Applicant Name: First [APPLICANT] Middle [] Last [NAME]

Father's/Husband's Name: FATHER NAME (Please do not use any prefix such as Shri or Dr. etc.)

Mother's Name: MOTHER NAME (Please do not use any prefix such as Smt or Dr. etc.)

Date Of Birth: 1 Jan 1981 (Date of Birth as recorded in the 10th Examination Certificate)

Age as on (31.03.2015): 34 Y 2 M 30 D

Nationality: INDIAN Gender: Male Marital Status: Married

E-Mail: ap@email.com Mobile: 9999999999

Physically Handicapped: No

Are you in Govt Regular Service: No

Are you in Govt Retired Person: No

When are you available to take up a new appointment (no of days) (Expected time is maximum 30 days): 1

Save and Continue Update and Continue

Photograph of the Candidate (jpg/jpeg) (Maximum 50 KB): [Choose File] No file chosen Upload Photograph

1 - Correspondence Address 2 - Permanent Address Same as Address for Correspondence (Tick if applicable)

Line 1: APPLICANT ADDRESS Line 1: APPLICANT ADDRESS

Line 2: Line 2: Line 2: Line 2: Line 2: Line 2:

Line 3: Line 3: Line 3: Line 3: Line 3: Line 3:

District/City: DISTRICT District/City: DISTRICT

State/UT: Uttarakhand State/UT: Uttarakhand

Pincode: 248001 Pincode: 248001

Save Address Update Address

Apply for Position – (* are mandatory)

- *Select Project Management Unit or Division Management Unit.
- *Select Position.
- *If you are applying for Division Management Unit; then select DMU Preference.

Click on **Save and Continue**.

☞ If you want to change position preferences; click on **Update Position Preference**.

Please state briefly the reasons why you think you are an outstanding candidate for this job (Maximum 500 Characters) -

Click on **Save Description**

☞ If you want to change/update the description; then click on **Update Description**.

Kindly keep on saving after completing every section.

127.0.0.1 Basic Details Apply for Position Other Details Validate & Print HowToFillApplication

Read carefully before Save and Continue.

Apply For: Divisional Management Unit

Select Position: Divisional Project Manager

Select DMU Preference: [isd] [Select Preference] [ind] [Select Preference]

Formal Academic
1- Graduate from recognized university
2- Relevant Postgraduate Qualification

Work Experience
1- Minimum of 8-10 years work experience in development programs and resources planning
2- Sound knowledge of SH/Gs/ Federations/ CBOs functioning
3- Hands on experiences in managing partnerships and working with varied stakeholders e.g. Government, private sector service providers, NGOs, formal & non formal financial institutions
4- Ability to prepare and analyse budgets/ financial statements/ project targets and draw out trends that feed into planning and management decisions

Preferred Skills
1- Excellent skills in resources (HR, financial, materials & others) coordination, management, and negotiation
2- Knowledge of prudent norms for fulfilling statutory compliances
3- Exposure to micro & small scale enterprise especially in rural areas
4- Proactive, work with minimum supervision and good team builder

Relevant Training
1- Proficient in computer applications particularly MS Office

Other Information
1- Preference Persons from Rural Development and Panchayat Raj Department with relevant work experience & skill set. Preference will be given to APDs of RD Department

Wherever document are available to support for information those shall be uploaded.

Save and Continue Update Position Preference

Kindly save sequentially, first you save upper part of form then the description.
Please state briefly the reasons why you think you are an outstanding candidate for this job (Maximum 500 Characters)

Save Description Update Description

Other Details – (* are mandatory)

1. *Select Application Number and Position.
2. Education Qualification
 - a. **Select Check Box**, and fill all required data.
 - b. Click on **Save Education**,
 ☞ If you want to change/update any information- click on **Update Education**.
3. Relevant Training
 - a. Fill all required data.
 - b. Click on **Save Training**,
 ☞ If you want to change/update any information- click on **Update Training**.
4. Work Experience
 - a. Fill all required data.
 - b. If more field requires; click on Add Row.
 - c. Click on **Save Experience**,
 ☞ If you want to any change/update; click on **Update Experience**.
 ☞ If you want to erase all work experience; click on **Delete All Experience Data**.
5. Skill Set
 - a. Fill all required data.
 - b. Click on **Save Skill**,
 ☞ If you want to change/update any information, click on **Update Skill**. Give your additional skills and trainings which are not covered in this format, in your CV.

Application Number# 1045_20_2 & Position : # Divisional Project Manager

Select here for save / update	Formal Academic (Enter your degree name)	Subject / Specialization	Board / University	Passing Year	Percentage
<input type="checkbox"/>	Graduate from recognized university#				0 -
<input type="checkbox"/>	Relevant Postgraduate Qualification#				0 -

Save Education Update Education

# Relevant Training	From (mandatory) Upto (mandatory)	Organization Name (mandatory) (maximum 150 characters)	Short Description (mandatory) (maximum 250 characters)
Proficient in computer applications particularly MS Office#			

Save Training Update Training

# Work Experience	Name & Address of The Employer	Position Held	Period From	Period upto	Monthly Remuneration (responsibility nature of work) (Rs/Month)	Description of duties and responsibilities (maximum 500 characters)
Minimum of 8-10 years work experience in development programs and resources planning# Add Row						

Kindly provide a short description on following experience (maximum 500 characters)

- Sound knowledge of SPCs/ Federations/ CBOs functioning#
- Hands on experience in managing partnerships and working with varied stakeholders e.g. Government, private sector service providers, NGOs, formal & non formal financial institutions#
- Ability to prepare and analyse budgets/ financial statements/ project targets and draw out trends that feed into planning and management decisions#

Save Experience Update Experience Delete All Experience Data

# Skill Set	Details (maximum 250 characters)
Excellent skills in resources (HR, financial, materials & others) coordination, management, and negotiation#	
Knowledge of prudent norms for fulfilling statutory compliances#	
Exposure to micro & small scale enterprise especially in rural areas#	
Proactive, work with minimum supervision and good team builder#	

Save Skill Update Skill

Kindly keep on saving after completing every section.

Print Application Form – (#* are mandatory)

- *Select Application Number and Position.
- Please ensure to upload Mandatory documents. We will be happy if you upload other documents also. Please upload documents one by one.

Document Name	Choose File	No file chosen	Upload Document
1. 10th High School Metric Certificate Mark sheet (for Date of Birth) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
2. Graduate from recognized university (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
3. Relevant Postgraduate Qualification (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
4. Minimum of 8-10 years work experience in development programs and resources planning (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
5. Relevant Work Experience (if any) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
6. Relevant Work Experience (if any) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
7. Relevant Work Experience (if any) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
8. Proficient in computer applications particularly MS Office (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
9. Relevant Training (if any) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document
10. Relevant Training (if any) (PDF, JPG, JPEG)	Choose File	No file chosen	Upload Document

Print Application

Select Application Number: 1041_20_2 & Position: Divisional Project Manager

- Formal Academic-- 10th
- Formal Academic-- 12th
- Formal Academic-- Graduate from recognized university
- Formal Academic-- Relevant Postgraduate Qualification
- Work Experience-- Minimum of 8-10 years work experience in development programs and resources planning
- Work Experience-- Sound knowledge of SHSL, Federations, CBPs functioning
- Work Experience-- Hands on experiences in managing partnerships and working with varied stakeholders e.g. Government, private sector service providers, NGOs, formal & non formal financial institutions
- Work Experience-- Ability to prepare and analyse budgets, financial statements, project reports and draw out trends that feed into planning and management decisions
- Skills-- Excellent skills in resources (HR, financial, materials & other) coordination, management, and negotiation
- Skills-- Knowledge of product norms for fulfilling statutory compliances
- Skills-- Exposure to micro & small scale enterprises especially in rural areas
- Skills-- Proactive, work with minimum supervision and good team builder

When you complete above data, a submit button will appear for validate application.

Click Here For Draft Application Form

Kindly keep on saving after completing every section.

Validate Application and Print Application Form – (#* are mandatory)

- *Select Application Number and Position.
- Click on **Validate Application**.
- After validating the application, you can't update or alter the entered data.
- After successfully validation of your application form the option of **"Click Here For Final Application Form"** will be active. Please click here to see your complete application form. Please take a print out of the form, sign at two specified places given in the form and send hard copy along with your supporting documents and CV to the address of the project given in the advertisement.
- Please don't send any original certificates by post.

Print Application

Select Application Number: 1041_20_2 & Position: Divisional Project Manager

Validate Application Form (Before validation, view draft version of application. Do not send draft version. After validate print application form.)

Click Here For Draft Application Form

Validate Application