



टेलीकम्युनिकेशन्स कंसलटेंट्स इंडिया लिमिटेड
Telecommunications Consultants India Limited
APPLICATION FOR EMPLOYMENT

TCIL/ 2019/ HR/ 00X
Rev. No.
2019/ R00X
Version No.000

INSTRUCTIONS TO FILL APPLICATION FOR EMPLOYMENT

1. COMPLETE THE APPLICATION FOR EMPLOYMENT FORM COMPLETELY. INCOMPLETE FORM SHALL BE TREATED INELIGIBLE AND NO FURTHER QUERY SHALL BE ENTERTAINED.
2. PLEASE FILL THE DETAILS AND WRITE IN CAPITAL LETTERS IN YOUR OWN HANDWRITING/ BLUE PEN ONLY.
3. PASTE YOUR LATEST PASSPORT PHOTOGRAPH AND PUT YOUR SIGNATURE ACROSS THE PHOTO.
4. COPIES OF EDUCATIONAL QUALIFICATION CERTIFICATES WHICH ARE COMPLETED AND FINAL CERTIFICATE / DEGREE/DIPLOMA IS AWARDED, SUCH CERTIFICATE SHOULD CLEARLY STATE AND MEET EDUCATIONAL QUALIFYING REQUIREMENTS AS PER ADVERTISEMENT. EXPERIENCE CERTIFICATES INCLUDING CURRENT EMPLOYMENT AND ALL PAST EMPLOYMENTS CERTIFICATES CLEARLY STATING DATE OF JOINING, DATE OF RELIEVING, DESIGNATION/ ROLE TITLE ((PAYS LIPS SHALL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE), IDENTIFICATION AND ADDRESS PROOF DOCUMENTS INCLUDING AADHAR CARD BE ATTACHED.
5. FOR CURRENT EMPLOYMENT, APPOINTMENT LETTER ALONG WITH LAST THREE MONTHS PAY-SLIPS SHALL BE ATTACHED.
6. DO NOT SEND ORIGINAL CERTIFICATES OR ORIGINAL DOCUMENTS.
7. MARK-SHEETS OR PROVISIONAL CERTIFICATES PERTAINING TO EDUCATIONAL QUALIFICATION SHALL NOT BE CONSIDERED
8. SELF ATTESTATION OF ALL DOCUMENTS AND ATTACHMENTS IS MANDATORY.
9. PLEASE FOLLOW THE INSTRUCTIONS AS MENTIONED IN THE ADVERTISEMENT FOR POSTING THE APPLICATION ENVELOPS.
10. NO EMAIL APPLICATION SHALL BE ENTERTAINED
11. PRINT ON A/4 SIZE WHITE PAPER, LANDSCAPE ORIENTATION. DO NOT MAKE ANY CHANGES IN THE FORMAT THUS OBTAINED FROM TCIL WEBSITE.
12. APPLICATION FORMS NOT OBTAINED FROM TCIL, NOT DOWNLOADED FROM TCIL WEBSITE, OBTAINED FROM THIRD PARTY WEBSITE/ VENDORS & AGENCIES SHALL BE TREATED AS NOT ELIGIBLE AB-INTITIO AND NO FURTHER QUERY SHALL BE ENTERTAINED
13. IN CASE OF ANY ASSISTANCE REQUIRED WHILE COMPLETING THE FORM, PLEASE WRITE TO CAREERS@TCIL-INDIA.COM WITH SPECIFIC QUERY.
14. WRITE POST APPLIED ON TOP OF THE APPLICATION/ APPLICATIONS WITHOUT POST APPLIED SHALL NOT BE CONSIDERED.
15. IN CASE OF SUFFICIENT SPACE IS NOT AVAILABLE, ATTACH EXTRA SHEET
16. PLEASE NUMBER ALL ATTACHMENTS.

PLEASE AFFIX YOUR
 RECENT PASSPORT SIZE
 PHOTOGRAPH HERE AND
 SIGN ACROSS IT.

POST APPLIED		
ADVERTISEMENT NO./ REF. NO.		
QUALIFYING SUMMARY		
HIGHEST QUALIFICATION COMPLETED. POST GRADUATE/ GRADUATE DEGREE/ DIPLOMA / CERTIFICATE		
YEARS OF EXPERIENCE (YEARS AND MONTHS)	YEARS	MONTHS
DATE OF BIRTH / AGE	DD / MMM / YYYY	IN COMPLETED YEARS
CATEGORY (SC/ ST/ OBC/ GEN/ TCIL INTERNAL/ EX-SERVICEMAN/ GENERAL)		
APPLICATION FEES DETAILS (IF APPLICABLE) NON REFUNDABLE APPLICATION FEE IN THE FORM OF DEMAND DRAFT/ PAY ORDER/ BANKERS CHEQUE FOR THE AMOUNT AS MENTIONED IN ADVT. TO BE DRAWN ON TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED PAYABLE AT NEW DELHI)	DD NO.	DD AMOUNT. Rs. 1,000/- Rupees One thousand Only.
	DRAWEE BANK	
	PLEASE WRITE DD NO. FULL NAME AND POST APPLIED ON BACKSIDE OF DEMAND DRAFT SUBMITTED HEREWITH	





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CANDIDATE INFORMATION

FULL NAME

(FIRST NAME / MIDDLE NAME/ FAMILY NAME)

FATHER'S NAME IN FULL

SEX :

MARITAL STATUS :

QUALIFICATION

(DESCENDING ORDER / HIGHEST AND LATEST QUALIFICATION FIRST TILL YOUR SSC/ 10TH/ M ATRIC CERTIFICATE DETAILS/ ATTACH CERTIFICATES IN THE SAM E ORDER/ LATEST TO FIRST)

DEGREE/ DIPLOMA/ CERTIFICATE / QUALIFICATION / EXAMINATION PASSED	SPECIALIZATION/ MAJOR SUBJECTS	NAME OF INSTITUTION/ UNIVERSITY/ COLLEGE PLACE/ FULL ADDRESS WITH PINCODE NO.	YEAR OF AWARD OF QUALIFICATION/ YEAR OF PASSING	% MARKS/ GRADES/ CGPA

EM PLOYM ENT DETAILS

(DESCENDING ORDER / HIGHEST AND LATEST TO YOUR FIRT EM PLOYM ENT/ ATTACH CERTIFICATES IN THE SAM E ORDER LATEST TO FIRST)

ORGANISATION NAME PLACE/ FULL ADDRESS WITH PINCODE NO. AS PER CERTIFICATES ATTACHED	DESIGNATION	PAY SCALE (CDA/ IDA WITH GRADE PAY) OR CTC	PERIOD OF EMPLOYMENT		NO OF YEARS / MONTHS OF EMPLOYMENT MM/YY	MAJOR DUTIES AND RESPONSIBILITIES/ PROJECT HANDLED.
			FROM MM/ YYYY	TO MM. YYYY		





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GENERAL DETAILS			
ANY BLOOD/ DIRECT RELATIVES WORKING IN TCIL / (FULL NAME/ DEPARTMENT/ RELATION)			
AVAILABILITY FOR HIRE/ PLEASE MENTION TENTATIVE JOINING IN CASE OFFERED / SELECTED			
COMPUTER PROFICIENCY (MS OFFICE, WORD, EXCEL, POWER POINT, DATA ENTRY)			
LANGUAGES KNOWN (read/write/speak)			
IDENTIFICATION / RESIDENTIAL ADDRESS DOCUMENTS DETAILS			
CORRESPONDENCE ADDRESS		EMAIL ADDRESS :	
STATE :	PIN CODE NO.	MOBILE PHONE :	
PASSPORT NO.	PASSPORT ISSUED PLACE	PASSPORT VALID TILL DATE	
PAN CARD NO.	AADHAR CARD NO.		
LIST OF DOCUMENTS ATTACHED : (PLEASE WRITE SERIAL NOS OF EACH PAGE, EACH ATTACHEMENTS AND ATTACH IN SEQUENCE)			
<p>SPECIAL NOTE : ANY KIND OF CANVASSING SHALL NOT BE ENTERTAINED. STATEMENTS, INFORMATION, FACTS, ATTACHEMENT AND DETAILS SUBMITTED HEREIN ABOVE AND HEREWITH ARE TRUE AND FULLY CORRECT AS PER MY KNOWLEDGE AND ANY SUPPRESSION, HIDING, NOT PROVIDING, DISTORTING, WRONG INFORMATION SHALL BE TREATED SERIOUSLY AND APPLICATION SHALL BE TREATED NOT ELIGIBLE.</p>			
DATE	NAME IN FULL	SIGNATURE 	
NOTE : ADDRESS FOR POSTING THE APPLICATION WITH POST APPLIED CLEARLY WRITTEN ON TOP OF THE ENVELOP.	<p>HUMAN RESOURCES DEPARTMENT. TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED, (A GOVERNMENT OF INDIA ENTERPRISE) TCIL BHAWAN, GREATER KAILASH 1, NEW DELHI-110048 - INDIA</p>		

