

# NATIONAL COUNCIL FOR INNOVATION & ENTREPRENEURSHIP

(AN AUTONOMOUS COUNCIL UNDER THE VISION OF VIKSIT BHARAT @ 2047)

HEADQUARTERS: NEW DELHI | WEBSITE: WWW.NCIEINDIA.ORG

## APPLICATION PROFORMA FOR DIRECT RECRUITMENT — 2026

ADVERTISEMENT NOTIFICATION NO: NCIE/RECTT/2026/001/06

|                                                                                                                                                                                                                                                                                       |                                                                                                                                                   |                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SCHEDULE: PERSONAL INTERVIEW &amp; ORIGINAL CERTIFICATE SCRUTINY</b><br><b>DATE:</b> 11-10-2026 (SUNDAY)   <b>TIMING:</b> AS PER INTIMATED BATCH<br><b>VENUE:</b> KKR & KSR INSTITUTE OF TECHNOLOGY & SCIENCES (KITS),<br>VINJANAMPADU, VATTICHERUKURU MANDAL, GUNTUR, AP - 522017 |                                                                                                                                                   | <b>INSTRUCTIONS TO CANDIDATE:</b><br>1. Fill proforma in own handwriting.<br>2. Use BLOCK LETTERS only.<br>3. Affix recent photo & sign across.<br>4. Bring original certificates + 1 set Xerox. |
| <b>Application Reg. ID:</b>                                                                                                                                                                                                                                                           | NCIE-REC-2026-_____                                                                                                                               | <b>PASTE RECENT<br/>PASSPORT SIZE<br/>PHOTOGRAPH</b><br><br>(Self-attest across the<br>photo)                                                                                                    |
| <b>Post Applied For:</b>                                                                                                                                                                                                                                                              | <input type="checkbox"/> District Project Officer (DPO) <input type="checkbox"/> Innovation Officer (IO)<br><input type="checkbox"/> Other: _____ |                                                                                                                                                                                                  |
| <b>Reporting Batch / Time:</b>                                                                                                                                                                                                                                                        | <input type="checkbox"/> Batch 1 (08:30 AM) <input type="checkbox"/> Batch 2 (10:45 AM) <input type="checkbox"/> Batch 3 (01:30 PM)               |                                                                                                                                                                                                  |

### SECTION I — PERSONAL PARTICULARS OF THE APPLICANT

|                                                         |                                                                                                                                                                            |                              |                                                                                                    |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------|
| <b>1. Full Name of Candidate:</b>                       | (in BLOCK LETTERS as in Matriculation / SSC)                                                                                                                               |                              |                                                                                                    |
| <b>2. Father's / Husband's Name:</b>                    |                                                                                                                                                                            | <b>3. Mother's Name:</b>     |                                                                                                    |
| <b>4. Date of Birth (DD/MM/YYYY):</b>                   | [   ]/[   ]/[   ] (Age as on 01.09.2026: ____ Yrs)                                                                                                                         | <b>5. Gender:</b>            | <input type="checkbox"/> Male<br><input type="checkbox"/> Female<br><input type="checkbox"/> Other |
| <b>6. Category (Community):</b>                         | <input type="checkbox"/> OC / General <input type="checkbox"/> EWS <input type="checkbox"/> OBC (Non-Creamy Layer) <input type="checkbox"/> SC <input type="checkbox"/> ST |                              |                                                                                                    |
| <b>7. Aadhaar Card Number:</b>                          | [   ] - [   ] - [   ]                                                                                                                                                      | <b>8. Primary Mobile No:</b> |                                                                                                    |
| <b>9. Alternate Mobile / WhatsApp:</b>                  |                                                                                                                                                                            | <b>10. Registered Email:</b> |                                                                                                    |
| <b>11. Permanent Postal Address:</b><br>(with PIN Code) | .....<br>.....<br>District: _____ State: _____ PIN Code: [   ][   ][   ][   ][   ][   ]                                                                                    |                              |                                                                                                    |
| <b>12. Preferred Posting Districts:</b>                 | 1. _____ 2. _____ 3. _____                                                                                                                                                 |                              |                                                                                                    |

### SECTION II — EDUCATIONAL & TECHNICAL QUALIFICATIONS (10TH STANDARD ONWARDS)

| Examination Passed          | Board / University / Institute | Year of Passing | Subjects / Specialization | Aggregate % / CGPA | Division / Class |
|-----------------------------|--------------------------------|-----------------|---------------------------|--------------------|------------------|
| Matriculation / 10th Class  |                                |                 | General / SSC Subjects    |                    |                  |
| Intermediate / +2 / Diploma |                                |                 |                           |                    |                  |
| Bachelor's Degree (UG)      |                                |                 |                           |                    |                  |
| Master's Degree (PG)        |                                |                 |                           |                    |                  |
| Other / Technical Course    |                                |                 |                           |                    |                  |

**SECTION III — PARTICULARS OF PREVIOUS EMPLOYMENT / EXPERIENCE (IN CHRONOLOGICAL ORDER)**

| Sl. | Name & Address of Employer / Department | Designation / Post Held | Period From | Period To | Nature of Duties Performed |
|-----|-----------------------------------------|-------------------------|-------------|-----------|----------------------------|
| 1.  |                                         |                         |             |           |                            |
| 2.  |                                         |                         |             |           |                            |
| 3.  |                                         |                         |             |           |                            |

Total Period of Relevant Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

**SECTION IV — ENCLOSURES & CERTIFICATE SCRUTINY CHECKLIST**

(Candidate must submit self-attested photocopies arranged in this order and present corresponding ORIGINALS for physical verification)

| Sl. | Name of the Certificate / Document Required                                            | Submitted by Candidate                                   | Scrutiny Desk Remarks |
|-----|----------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------|
| 1.  | Duly Filled & Signed Application Proforma (with self-attested photograph affixed)      | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |
| 2.  | Valid Photo Identity Proof (Aadhaar Card / Voter ID / Passport / Driving License)      | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |
| 3.  | Proof of Date of Birth (Secondary School Certificate / 10th Marks Memo)                | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |
| 4.  | Intermediate / +2 / Polytechnic Diploma Certificate and Marks Memos                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |
| 5.  | Bachelor's Degree Provisional / Original Degree Certificate & Consolidated Marks Memo  | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |
| 6.  | Post-Graduate Degree Certificate & Consolidated Marks Memo (wherever applicable)       | <input type="checkbox"/> Yes <input type="checkbox"/> NA | [ ] Verified / NA     |
| 7.  | Community / Caste / EWS Certificate issued by Competent Revenue Authority (Tahasildar) | <input type="checkbox"/> Yes <input type="checkbox"/> NA | [ ] Verified / NA     |
| 8.  | Service / Experience Certificate(s) & Relieving Letter(s) from past employer(s)        | <input type="checkbox"/> Yes <input type="checkbox"/> NA | [ ] Verified / NA     |
| 9.  | Two (2) Additional Passport Size Color Photographs (identical to affixed photo)        | <input type="checkbox"/> Yes <input type="checkbox"/> No | [ ] Verified          |

**SECTION V — DECLARATION BY THE CANDIDATE**

I hereby solemnly declare that all the information, particulars, and certificates furnished in this application proforma are true, complete, and correct to the best of my knowledge and belief. I have read the terms, conditions, and eligibility criteria prescribed in NCIE Recruitment Notification No. **NCIE/RECTT/2026/001/06**. In the event of any statement or certificate being found false, fabricated, or incorrect, or in the event of any material suppression or ineligibility detected at any stage of the selection process or during tenure of engagement, my candidature/selection/appointment shall be liable to be cancelled/terminated forthwith without any notice, and I shall be subject to applicable penal/legal action.

|                                      |                                                                         |                                                                    |
|--------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| LEFT HAND THUMB<br>IMPRESSION (LHTI) | <b>Date:</b> 11 / 10 / 2026<br><br><b>Place:</b> Guntur, Andhra Pradesh | <b>SIGNATURE OF THE CANDIDATE</b><br>(Sign in running handwriting) |
|--------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------|

**SECTION VI — FOR OFFICIAL USE ONLY (NOT TO BE FILLED BY CANDIDATE)**

| PART A: CERTIFICATE SCRUTINY DESK                                                                                                                                                                                                                                                           |  | PART B: INTERVIEW ASSESSMENT BOARD                                                                                                                                                     |            |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| <b>Scrutiny Status:</b><br><input type="checkbox"/> ELIGIBLE & VERIFIED<br><input type="checkbox"/> CONDITIONALLY ELIGIBLE<br><input type="checkbox"/> INELIGIBLE / REJECTED<br>Discrepancies / Deficiency (if any):<br>.....<br>.....<br>Officer Name: ..... Signature of Scrutiny Officer |  | <b>Evaluation Parameter</b>                                                                                                                                                            | <b>Max</b> | <b>Awarded</b> |
|                                                                                                                                                                                                                                                                                             |  | Subject Knowledge & Practical Understanding                                                                                                                                            | 25         |                |
|                                                                                                                                                                                                                                                                                             |  | Project / District Governance                                                                                                                                                          | 25         |                |
|                                                                                                                                                                                                                                                                                             |  | Communication & Leadership                                                                                                                                                             | 25         |                |
|                                                                                                                                                                                                                                                                                             |  | Aptitude, Integrity & Motivation                                                                                                                                                       | 25         |                |
|                                                                                                                                                                                                                                                                                             |  | <b>TOTAL MARKS AWARDED</b>                                                                                                                                                             | <b>100</b> |                |
|                                                                                                                                                                                                                                                                                             |  | <b>Board Recommendation:</b><br><input type="checkbox"/> RECOMMENDED <input type="checkbox"/> RESERVE LIST <input type="checkbox"/> NOT RECOMMENDED<br>Member 1: ..... Member 2: ..... |            |                |

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## IMPORTANT INSTRUCTIONS TO CANDIDATES

DIRECT RECRUITMENT 2026 — ADVT. NOTIFICATION NO: NCIE/RECTT/2026/001/06

### GUIDELINES & GENERAL INSTRUCTIONS FOR INTERVIEW & CERTIFICATE SCRUTINY

- 1. DATE & REPORTING VENUE:** The Certificate Scrutiny and Personal Interview will be conducted on **Sunday, 11th October 2026** at **KKR & KSR Institute of Technology & Sciences (KITS), Vinjanampadu, Vatticherukuru Mandal, Guntur, Andhra Pradesh – 522017**. Candidates must report at the reception/registration counter strictly in accordance with their allocated reporting batch (Batch 1: 08:30 AM, Batch 2: 10:45 AM, Batch 3: 01:30 PM). Entry gates will close 30 minutes after scheduled batch time. Late arrivals will not be entertained under any circumstances.
- 2. APPLICATION PROFORMA COMPLIANCE:** Candidates must download, print (Pages 1 & 2), and fill in all particulars of this proforma in their own handwriting using a blue or black ballpoint pen in CAPITAL / BLOCK LETTERS. A recent passport-size color photograph must be pasted in the designated box and self-attested across the photograph. The candidate must put their signature and Left Hand Thumb Impression (LHTI) in the presence of the scrutiny desk officer.
- 3. MANDATORY PRODUCTION OF ORIGINAL DOCUMENTS:** Candidates must bring all **ORIGINAL CERTIFICATES** along with **ONE COMPLETE SET OF SELF-ATTESTED PHOTOCOPIES** arranged in the following order:
  - (a) Photo ID:** Valid Govt Photo ID Proof (Aadhaar Card / Voter ID / Passport / Driving License).
  - (b) Proof of Age:** Secondary School Certificate (SSC / 10th Class Board Memo) showing Date of Birth.
  - (c) Intermediate:** Intermediate / +2 / Polytechnic Diploma Certificates and Marks Sheets.
  - (d) Degree (UG):** Bachelor's Degree Provisional / Original Degree Certificate & Consolidated Marks Memo.
  - (e) Post-Graduation (PG):** Master's Degree Certificate and Consolidated Marks Memo (if applicable).
  - (f) Category Certificate:** Community / Caste Certificate (OBC-NCL / SC / ST) or EWS Certificate issued by a Competent Revenue Authority (Tahasildar / Mandal Revenue Officer). OBC candidates must ensure their Non-Creamy Layer certificate is currently valid.
  - (g) Experience Proof:** Relieving Orders, Service Certificates, or Experience Proof from previous employers (if claiming experience).
  - (h) Photographs:** Two (2) additional passport-size color photographs (identical to the photo affixed on proforma).
- 4. MANDATORY TWO-STAGE PROCESS:** Certificate Scrutiny is a mandatory qualifying stage. Only candidates whose documents are found complete, genuine, and compliant with eligibility norms will be cleared by the Scrutiny Desk to appear before the Interview Assessment Board. Candidates lacking essential original certificates will be rejected at the scrutiny stage itself.
- 5. PROVISIONAL NATURE OF CANDIDATURE:** Calling for interview and document scrutiny does not confer any vested right to appointment or selection. Selection is purely merit-based on performance before the Interview Assessment Board and verification of credentials. In the event of any statement or certificate being found forged, false, or ineligible at any stage, candidature will be cancelled summarily, and appointment, if made, will be terminated without notice.
- 6. NO TA/DA ADMISSIBLE:** No Traveling Allowance (TA) or Daily Allowance (DA) will be paid for attending the certificate scrutiny and interview. Candidates must make their own travel, boarding, and lodging arrangements.
- 7. DISCIPLINE & ELECTRONIC GADGETS:** Mobile phones, electronic tablets, smart watches, recording devices, or any study material are strictly prohibited inside the Scrutiny and Interview Board rooms. Mobile phones must be switched off and deposited at the waiting desk.
- 8. CANVASSING & MISCONDUCT:** Any attempt to canvas, influence the recruitment committee, impersonate, or adopt unfair means will result in instant disqualification and debarment from all future recruitments of the Council, along with statutory police reporting.
- 9. ATTIRE & CAMPUS CODE:** Candidates are expected to appear in formal, decent professional attire and maintain absolute decorum on the premises of KKR & KSR Institute of Technology & Sciences (KITS).
- 10. HELPDESK & ASSISTANCE:** For venue queries, candidates may write to [info@ncieindia.org](mailto:info@ncieindia.org) or approach the NCIE Help Desk established at the main entrance of KITS College campus on 11-10-2026.

**Place:** New Delhi

**Date:** 08-10-2026

**BY ORDER OF THE COUNCIL**

Directorate of Recruitment & Human Resources  
National Council for Innovation & Entrepreneurship