



Government of India
Ministry of communications
Department of Telecommunications
National Institute of Communication Finance
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

Advertisement No : 1-26/TER/Estt/Engagement/NICF-2022-23

Applications in the prescribed proforma are invited from the eligible candidates for engagement as Apprentice under Apprentice Act-1961 in the following Trade in National Institute of Communication Finance (NICF), Department of Telecommunications, Ghitorni, Mehrauli Gurgaon Road, Near Metro Pillar No-152, New Delhi-110047

Requirement of Graduate Apprentices					
Sl No	Name of the Trade	Essential Educational Qualification	No of Apprentice Required	Stipend per month	Duration
1	Office Assistant (Information and Communication)	Graduate in any discipline	2	9000/-	1 Year

Those candidates who have passed and become Graduate in any discipline, registered themselves on the Apprenticeship Portal (Website) during last 3 years and have not availed the apprenticeship training may submit their applications in the prescribed proforma to the Institute on or before 24.02.2023 in hard copy only. The Prescribed proforma of the application is available on the website of the Institute www.nicf.gov.in

Registration on the Apprenticeship Portal can be done using the link of the website: <https://portal.mhrdnats.gov.in/>

Applications received in response to this advertisement will be scrutinized based on certain criteria fixed by the institute and only the shortlisted candidates as eligible as per screening criteria will be asked to attend the interaction by speed post/e-mail/publication on the Institute website.

The columns regarding full postal address, e-mail ID & mobile number in the applications must be filled up by the concerned candidates, failing which the applications being incomplete will be summarily rejected.

Closing Date for Receipt of applications in Hard Copy at NICF : 24.02.2023 (17.00 Hrs)

Address for submission of Application

Accounts Officer (Establishment)
National Institute of Communication Finance (NICF),
Department of Telecommunications,
Ghitorni, Mehrauli Gurgaon Road, Near Metro Pillar No-152, New Delhi-110047

Sd/-
DG (NICF) / Ghitorni / New Delhi



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Annexure-I

APPLICATION FORM FOR TRAINEES

(Please fill up this form in Block Letters in your own Handwriting)

1. Name of the Applicant :
2. Father's Name :
3. Date of Birth (DD/MM/YYYY) :/...../.....
4. Category (SC / ST / OBC / GEN / EWS) :
5. Apprenticeship Registration Number :
6. Mailing Address with PIN
-
-
-
-
7. Mobile Number
8. Valid e-Mail ID.....
9. Educational Qualifications (From 10th Standard Onwards)

Paste
Passport size
photo

Sl No	Exam Passed	Board/ Council / University	Year of Passing	Percentage



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10. Professional Qualification :

Sl No	ITI/ Diploma / Degree / Post Graduate	Trade (Designated / Optional)	Board/ University	Year of Passing	Percentage

Date :

Enclosures :

Signature of the Applicant



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HOW TO FILL UP THE APPLICATION FORM

1. This application form has to be filled up by the applicant himself in BLOCK letters.
2. Please attach self-attested copies of the following documents with the application form:
 - Marksheet of 10th Standard
 - Marksheet of 10+2 standard
 - Marksheet of Graduation
 - Any Marksheet mentioned in Professional Qualification
 - Proof of Death of Birth
 - Aadhar Card
 - Certificate issued by appropriate authority (In case of SC/ST/OBC/EWS)
3. Please attach the print of the profile registration done on the Apprentice Portal with the application form
4. Please affix recent passport size Photograph of the candidate duly signed on the top right corner of the application form
5. Please sign in appropriate place and put up date.