

GUIDELINES FOR FILLING THE OFFLINE APPLICATION FORM

●Application Forms can be purchased from any book/stationery store or can be downloaded in pdf format from our official website by paying Rs.20/- (Cost of Form).

1. Before filling the application form please read the detailed advertisement vide Advertisement No. IA-17/2018 carefully. Please read the following instructions carefully before filling up of application form for various posts in different sectors/department as directed by IARDRC under different categories.
2. Separate application forms are for each individual candidates on which Application Form No is mentioned with a unique barcode. Candidates are advised to fill up the form in the format applicable to them.
3. Please note that all the columns of the application have to be compulsorily filled up. In case of nil information for a particular column, 'N/A' is to be written or leave it blank. The form is to be filled up by the candidate himself / herself in Block Capitals with blue/black colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted and shall be treated as invalid. Column wise instructions are as under:-

Column 1– APPLYING FOR GRADE: Candidates have to select the Grade for which he/she is interested for applying according to his/her Educational Qualifications. Posts are divided into (4) grades as 'A' 'B' 'C' & 'D' and each grade is a part of different departments/sectors. Recruitment process is for four (4) different departments/sectors i.e, (i) Education and Art Sector/ Department, (ii) Finance Sector/Department, (iii) Healthcare Sector/Department, (iv) Domestic & Foreign Sector/Department. *Candidates willing to fill the application form for Grade 'A' needs minimum eligibility of Graduation in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'B' needs minimum eligibility of Intermediate/12th/Diploma/ITI/Polytechnic in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'C' needs minimum eligibility of 10th in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'D' does not have any restrictions and there is no any minimum eligibility criteria for applying for the posts under Grade 'D' . Candidates interested for this grade can be 10th/Below 10th/ illiterate because the posts lies in this grade are for both literated and illiterated candidates.

Column 2– POST APPLYING FOR: Candidates will have to mention the post followed by the post code (mandatory) for which he/she is interested to apply according to the Grade and Department/Sector selected by him/her. There is a unique post code for each individual post under every Departments/Sectors.

Column 3– STATE APPLYING FOR: Candidates will have to mention the name of the state from which he/she is applying and for which he/she is applying, both selections should be same because the candidates candidature will lie for the native resident state in which the candidate is domiciled. Place of posting lies in any of the districts of particular state opted by the candidate.

Column 4– DEPARTMENT/SECTOR APPLYING FOR: Candidates will have to mention the department/sector for which he/she is interested to apply according to their selection.

Column 5 (i) – NAME: Full name as written in Matriculation Certificate is to be written.

Column 5 (ii) – DATE OF BIRTH & DISABILITY: Date of Birth as per Matriculation Certificate in DD/MM/YYYY format and Disability in case of any type of disabled candidates like Physically / Visually handicapped is to be written/marked .

Column 5 (iii) – FATHER’S NAME: Father’s name as written in Matriculation Certificate is to be written.

Column 5 (iv) – FATHER’S OCCUPATION & ANNUAL INCOME: Describe the nature of job of candidates Father/Guardian if working, if not working mention ‘-NA-’ and also mention the annual income of Father/Guardian according to income certificate issued by Tehsil/Block/Collectorate.

Column 5 (v) – MOTHER’S NAME: Mother’s name as written in Matriculation Certificate is to be written.

Column 5 (vi) – MOTHER’S OCCUPATION: Mother’s occupation is to be written whether mother is a housewife or working.

Column 5 (vii) – GENDER: Male / Female/Transgender

Column 5 (viii) – RELIGION & CASTE CATEGORY : Specify the religion and category from the options given under the specified religion like GENERAL/OBC/SC/ST.

Column 5 (ix) – MARITAL STATUS : Single/Married/Divorced.

Column 5 (x) – VISIBLE IDENTIFICATION MARK: Any visible identification mark (e.g. a black mole on left side of face / a cut mark above right eye) of the candidate is to be written.

Column 5 (xi) – NATIONALITY : Indian/ Foreigner/ Non Resident Indian.

Column 5 (xii) – PLACE OF PERMANENT RESIDENCE /PRESENT ADDRESS WITH PIN CODE: City of the Permanent Residence and State /Complete present address of the candidate with PIN code is to be written.

Column 5 (xiii) – ADDRESS FOR COMMUNICATION : Complete correspondence / mailing address of the candidate with PIN code is to be written where candidate can receive the admit cards or appointment letters easily.

Column 5 (xiv) –TOWN, DISTRICT , POST, STATE & PIN CODE : Mention the name of the Town, District, Post, State and Pin Code very carefully and clearly on the application form.

Column 5 (xv) – MOBILE NO / TELEPHONE : Mobile Number, Alternate Mobile no and / or Landline (s) to be written for sms notifications and payment instructions.

Column 5 (xvi) – E-MAIL: E-mail ID of the candidate should be written in block capital letters for e-mail correspondence with the candidate.

Column 5 (xvii) – AADHAAR NO: 12 digits Aadhaar No of the candidate is to be written for details verifications.

Column 5 (xviii) – PAN NO: Pan No of the candidate is to be written if available and in case PAN No is not available leave the space blank.

Column 5 (xix) – PASSPORT NO : Passport no of the candidate is mandatory incase of Foreign Sector candidates who wants to migrate abroad for appointment purpose.

Column 5 (xx) – VOTER CARD NO : Voter id card no should be written if available.

Column 6 – EDUCATIONAL QUALIFICATIONS : Write in details about the candidates educational qualifications in the coloumn provided.

Column 7 – PROFESSIONAL/ ADDITIONAL QUALIFICATIONS : Write in details about the candidates professional/ additional qualifications in the coloumn provided and also mention/mark the details of Computer Knowledge with typing speed per minute where :-

DCA – stands for Diploma in Computer Application.

ADCA – stands for Advanced Diploma in Computer Application.

HDCA – stands for Hardware Diploma in Computer Application.

JAVA – stands for particular course.

C++ – stands for particular course.

Column 8 – EMPLOYMENT EXPERIENCE : Write in details about your previous or present employment experience if any with any Organization/Company.

Column 9 – Write the names of the supporting documents/certificates as a proof of your educational/professional/additional qualifications which you are attaching with your filled application form according to the grade , post and department applying for.

Column 10 – DEMAND DRAFT / ONLINE PAYMENT DETAILS : To ensure convenience of candidates from rural as well as urban areas, payments of Application Forms can be made through both Online/Offline methods. Demand Draft details should be filled by those candidates who prefer to send Demand Draft alongwith filled application form and the Demand Draft should be infavour of ' INDIAN ASSOCIATION OF RURAL DEVELOPMENT & RESEARCH CENTRE ' Payable at New Delhi, else those candidates who prefer to pay online / has completed the online payment process they have to mention the transaction reference number which is generated after every successful online transaction . By opting any one method of fee payment candidates are advised to leave the second coloumn/option blank or mention ' -NA- ' in the space provided.

Column 11 – DECLARATION : This coloumn is only to read and understand and confirm that all the details filled in the application form is very true and correct and according to the facts and the candidate has read the terms and conditions very carefully and is understood by the candidate before filling up of application form and if the candidate fails to fulfill the criteria of IARDRC then the application form will be liable to get rejected and the fees paid for the form will be forfeited and not be considered as valid and cannot be accepted at all. And at last all the candidates are advised to do the full name as a signature with date, place and clearly make left hand thumb impression in the box provided in the application form.
