Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)

5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun, Uttarakhand, PIN: 248001
Email – recruitmentuprepare@gmail.com

APPLICATION FORM FOR ENGAGEMENT BY SELECTION
(All fields filled are mandatory)

1	Advertisement No. :		Affix a recent passport size photograph duly attested by the candidate
2	Name of the Post applied for:		
3	Name of Unit		
4	Period required to join if selected:		
5	Name in full (in capital letters)		
6	Father's/Husband's name :		
7	Date of birth (DD/MM/YYYY): Age as on the date of application:		
8	Nationality:		
9	Marital status : (Married/ unmarried/ divorced/ separated)		
10	Category :		
11	Gender:		
12	*Email Id :* *(mandatory as all future communication will be on this contact number)*		
13	Contact Mobile Number : *(mandatory as all future communication will be on this contact number)*		
14	Postal address for communication with Pin code :		
15	Permanent address for communication with Pin code :		
16	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	**Yes / No** If YES please give details in separate sheets.	

17. Educational/Professional and Technical Qualifications. (Starting from class 10) Also attach self-attested copies of all the certificates and testimonial.

Sl.	Examination Passed	Name of the Board/ University	Regular/ Private	Duration of Degree/Diploma/Training	Year of Passing	CGPA/% of Marks & Division/Class	Specialization

18. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl.	Department / Organization	EAP / Funding Agency, if any	Post held	Regular/ Temporary /Permanent/ Contract	Period of employment		Total No. of years	Key Job Responsibilities	Scale of Pay / Consolidated Salary
					From	To			
Total Experience:									

19	Pay in the Pay Band and Grade Pay / Pay in the pay scale / total emoluments in the post currently held:	
20	References:	
(i)	Name : Designation & Organization: Postal Address: Mobile Number : Email ID :	
(ii)	Name : Designation & Organization: Postal Address: Mobile Number : Email ID :	
21	Additional remarks such as special qualification or experience not covered in the preceding columns.	
22	Language competency: English Hindi *(pl mention 'Yes' or 'No' against each)*	Read Write Speak

23. Please write one paragraph in own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

24. Number of additional sheets enclosed with the application (If space provided is not sufficient):----------

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project; my engagement will be terminated forthwith.

Place:

Date: Signature of the Applicant

General Conditions

1. The engagement of services will be purely on temporary basis for a period of 1 year that may be further extended with increment as per projects policy and based on individual performance.
2. **Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.**
3. That jurisdiction of courts at Dehradun shall have absolute jurisdiction. Parties shall not pursue the matter in any other courts.
4. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part, without assigning any reason or giving notice.
5. **The selection process will be based on academic/ professional qualifications, experience and may also include test of writing skills & interview as may be decided by the competent authority.**
6. Number of posts can be varied as per the requirement of the project.
7. After shortlisting, the candidates will be informed separately for interview, the shortlisted candidates shall be informed through only on the e-mail Id's provided by the candidates in their application form, candidates are advised to provide correct email address and regularly check their e-mails. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
8. The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in U-PREPARE. After selection joining date will be given separately to the candidates.
9. Separate applications are required to be submitted if the same candidate is applying for different units OR even for 2 different posts.
10. **Interested candidate may apply on the prescribed application form along with CV and a latest passport size photograph with self-attested copies of all the certificates and testimonials.**
11. **The candidate shall mark the name of the position & Unit (PMU/PIU) he/she is applying for in bold letters on the top of the envelope clearly. Please sent complete form in A4 Size Envelope only.**
12. Interested candidates are advised to regularly visit the website **www.u-prepare.com** for any addendum (if there is any).
13. The applications received after **deadline 26 November, 2026 till 5:00 pm** shall not be entertained.
14. **How to apply:** Applications only on the prescribed form should be sent by SPEED POST **OR** by Hand **OR Email to the office** of the **PROGRAM DIRECTOR, U-PREPARE, 5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun Pin -248001**.
15. **Any one medium out of** (Speed Post/ By Hand/ Email) **for application submission** should be used by applicants.

Guidelines for submission of application form through Email:-

16. Clear Subject Line: Use a descriptive subject line, including the post title and your name (e.g., "Application for [Post Title] - [Your Name]").
17. **Attach Required Documents (Only scanned documents) : Ensure all necessary documents (e.g., resume, cover letter, and certificates) are scanned and attached in the single PDF file. (Try to avoid uploading heavy file).**
18. As per the Instructions given to the candidates for filling up their Application Form, they are supposed to fill up their particulars carefully, and U-PREPARE will not be responsible for any mistake committed by the candidates in this regard. Application forms once submitted cannot be cancelled/ withdrawn. The Candidates may please note that no correspondence will be sent by post. Only e-mail information will be sent to the candidate for any further communication, if required.
19. Fill Out the Form Completely: Provide all required information, and ensure all fields are completed accurately incomplete form and documents can cause the disqualification if the details are not facilitated accurately in the application form.
20. Kindly upload only updated & concise resume along with the additional documents specified in the job posting or required/relevant for the application process.
21. Ensure your application is submitted well before the specified deadline. PMU will not be responsible for any postal delays.
22. Keep a copy of your application form and attachments for your records.