

## **APPLICATION FORM FOR YOUNG PROFESSIONAL SCHEME**

Paste recent passport sized photograph in the box.

1.	Name of the Applicant (in block letters)	
2.	Father's /Mother's Name	
3.	Date of birth (Date/Month/Year)	
4.	Gender	
5.	Nationality	
6.	Contact details of the Applicant (complete present postal address)	
7.	Phone/Mobile number	
8.	Email -ID	

### Qualification (Essential)

#### 9. Academic qualification (in reverse order, starting from the latest)

Sl. No.	Degree	Year	Subjects	University/ Institute	% of marks	Distinction (if any)

10. Professional qualification (in reverse order, starting from the latest)

Sl. No.	Degree	Year	Subjects	University/ Institute	% of marks	Distinction (if any)

Qualification (Preferred /desirable)

11. List of relevant technical and academic publications. (Add more sheets if necessary)

Sl. No.	Degree	Year	Subjects	University/ Institute	% of marks	Distinction (if any)

12. Relevant experience (Add more sheets if necessary)

- a. No. of total years of experience and name of organisations.
- b. Year-wise tasks of similar nature carried out during last three years.
- c. Relevant experience of working for national bodies.
- d. Relevant experience of working for international bodies.
- e. Works of similar nature in hand and the expected date of completion.

13. A brief note (750 words) of your suitability for the engagement (Add more sheets if necessary)

DECLARATION

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and /or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The completion certificate may also be recalled should such a contingency arise after the engagement the same has been awarded to me.

Place :

Date:

Signature of the applicant

Name of the Applicant

Enclosures to be submitted along with the application form:

1. Scanned copy of matriculation/SSLC/X standard certificate for proof of age
2. Scanned copy of Aadhar Card
3. Scanned copy of certificate and mark sheets pertaining to Academic Qualification(s)
4. Scanned copy of certificate and mark sheets pertaining to Professional Qualification(s)
5. Scanned copy of certificate and mark sheets pertaining to preferred Qualification (if any)
6. Scanned copy of documents pertaining to experience (if any)
7. All the scanned copies are to be self attested.

## **INSTRUCTIONS TO CANDITATES FOR FILLING UP THE APPLICATION**

- 1) Download the application form the relevant link on the computer system in word format.
- 2) Fill the details as per the application of the computer system (do not take a print and write in pen for the purpose of submitting/ mailing the application
- 3) After filling all the relevant details as per the application form Sl. No 1 to 13 take a print out of the same.
- 4) Past recent passport size photograph in the relevant box on the duly filed in print out of the application
- 5) Fill in the details under the declaration viz., place, date, name and signature
- 6) Scan the duly filled in application and self attested photograph of all the enclosures mentioned in the foot note of application in a single PDF file (file size not to exceed 14 MB)
- 7) Mail the PDF file (comprising the duly filed in scanned copy of application and self-attested scanned copies of supporting documents) to the email id: **delhi.ccit3@incometax.gov.in** with the subject “APPLICATION FOR YPS (Name of the candidate)” while mailing (e-Mail) the duly filed in application form and enclosures in PDF the Ms word version of application form shall also be mailed.
- 8) Only one application is to be submitted by each candidate and multiple application from the same candidate are liable for rejection.
- 9) Non adherence to the above instruction regarding submission of application will result in rejection of such applications.