

Guidelines for Screening of Applications

- ▶ Offer letter in isolation does not establish start date.
- ▶ Date of Joining / start date should be clearly established in documents.
- ▶ In case of currently working, last months salary slip should be provided.
- ▶ There should be no overlap of experience duration between two employment. In case of any overlap, the duration should be counted only once.
- ▶ In cases where only the month and year is mentioned instead of exact dates, a conservative approach should be adopted in calculating duration of experience.
 - ▶ E.g. Experience duration of Jun-18 to Aug-19 should be counted as 30-06-2018 to 01-08-2019.



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- ▶ With reference to **total experience in specific sector / domain** (*as specified in Marking Scheme*)

- ▶ designation / position held should clearly establish sectoral experience

OR

- ▶ the work-experience should be supported with documentary evidence regarding sectoral experience.

- ▶ With reference to **experience of working with state / central government organisations / bilateral / multilateral organizations** or other type of organisation (*as specified in Marking Scheme*)

- ▶ Only such experience documents which are issued either by **Principal Employer / Payroll Organisation** or the **Client organisation** shall be considered.



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- ▶ With reference to **preferred experience in specific area** as mentioned in the marking scheme, the supporting document submitted by the applicant should **match the requirement.**

(as specified in Marking Scheme)

- ▶ Designation / claims made in CV shall not be considered on face value.

- ▶ With reference to “**Design capacity building programmes / sessions, provide guidance and support the Department /team in relevant domain**”

(as specified in Marking Scheme)

- ▶ Supporting document(s) to establish candidates experience in capacity development in relevant domain shall also include: - Teaching / Guest Lecture / Visiting Faculty

- ▶ Experience in Liaisoning / Establishing and Building Partnership with relevant organisations / agencies etc.

(as specified in Marking Scheme)

- ▶ Designation as Liaisoning officer shall also be considered.
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