

APPLICATION FORM FOR CREATION OF GOVERNMENT (.GOV) EMAIL ID
CENTRAL RESEARCH INSTITUTE, KASaulI (H.P) - 173204

(To be filled by the applicant and duly verified & forwarded by Head/OiC of the department)

Instructions:

- 1) *First Name(special characters not allowed) : Last Name(special characters not allowed) : Designation(only [_ / - () :] allowed) : Department/ Ministry(only [- / () & ,] allowed) : State(only [- & /] allowed) : Country Code without(+) : Mobile : Date of Retirement(dd-mm-yyyy) : Login UID(only [. _ -] allowed) : Complete Email address(only [. - _ @] allowed) : Date of Birth(dd-mm-yyyy)*
- 2) *All fields are mandatory. In case of incomplete information, the application shall be rejected.*
- 3) *Country Code (allowed 1-5 digits) , Mobile Number (allowed 8-14 digits)* For for(91) Country Code Only 10 digit mobile number is allowed.*
- 4) *Concerned department submitting the details of employees shall be responsible for accuracy of the information provided in the format below.*
- 5) *Concerned department providing the details of the employees shall be fully responsible for accuracy of the submitted information. There should not be any duplication/omission/error.*

Name: *(First Name)* _____ *(Last Name)* _____

Designation: _____ **Department of posting:** _____

Date of Birth: _____ **Date of Retirement:** _____

Mobile No. _____
(Please ensure the provided mobile number is working to receive communication from NIC)

Desired Login UID:
Option 1 _____ **Complete Email ID** _____

Option 2 _____ **Complete Email ID** _____

Whether the scanned copy of the ID card attached & emailed to Nodal officer: _____
(Front and back sides of the ID card are required)

Whether a copy of the Appointment letter attached & emailed to Nodal officer: _____

I undertake that the information given above is correct and I accept the terms & conditions detailed below.

Date: _____

Place: _____

Signature of the Applicant

The application is duly checked and verified. It is hereby forwarded for creation of .GOV email ID of the above employee.

Date: _____

Place: _____

Name, Signature & Seal
Head/OiC of the Department

Terms & Conditions

1. Users are requested to keep the given user id and password a secret.
2. Please change your password at least once every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the account's behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
4. Do not use the Save password option on the browser when you are prompted for it.
5. Do not use your Government email address to register on public sites.
6. Do not open any attachments unless they come from a known source. In fact, delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
7. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
8. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
9. If using Outlook, Outlook Express, Mozilla Firefox or Microsoft WINDOWS, please apply the appropriate patches announced by Microsoft/ Mozilla from time to time.
10. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely those of the originator.
11. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs.
12. By default, accounts will be given access over WEB only (<https://mail.gov.in>).
13. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
14. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
15. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as: Trash - 7 days, Probably Spam - 7 days 16. NIC account will be deactivated, if not used for 90 days.
16. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
17. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to servicedesk.nic.in
18. NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
19. NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Reporting/Nodal/Forwarding Officer of the Department.
20. NIC does not capture any aadhaar related information.

I hereby accept the terms and conditions detailed above.

Date: _____

Place: _____

Signature of the Applicant