

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATIONS ON
IMMEDIATE ABSORPTION BASIS**

Vacancy Notice No. (appears on the top right side of notice)	
File No. (appears on the left side of vacancy notice)	
Post against which application has been submitted	
Choice of Station (wherever applicable)	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr.B (wherever applicable)	:	
9.	Present Pay Level & Basic Pay	:	
10.	Date of holding Present Pay Scale/ Level	:	
11.	Present Designation & Railway/PSU	:	
12.	Contract Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

13. Educational Qualifications:-

S.No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

14. Experience Details:-

S. No.	Designation with Place of posting	Grade	From	To

15. Details of previous deputation/ foreign assignment (if any):-

S.No	Organisation	Designation	From	To

16.	Whether debarred from deputation? If yes, please furnish details	:	
17.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable		

18. APAR Ratings for last 5 years, if available:-

Year	Rating

19. Award, if any:-

S.No.	Name of Award	Brief Details

20. Punishments, if any in career:-

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

FORWARDING/ CERTIFICATION BY EMPLOYER

Certified that the information / details provided in the above application by the applicant are true and correct as per the facts available on record. He possesses educational qualifications and experience mentioned in vacancy circular. If selected, his relieving shall be subject to exigencies of work.

2. It is also certified:-

- (i) That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Shri _____.
- (ii) That his integrity is certified.
- (iii) That his APAR dossier for the last five years, duly attested by a Competent Officer are enclosed.
- (iv) It is certified that no major/minor penalty has been imposed on him during last ten years.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____

Name _____

Mobile No. _____

Office Seal _____

Place:

Date: