

# RAIL LAND DEVELOPMENT AUTHORITY

(A Statutory Authority of Ministry of Railways)

## PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS

<b>Important</b> (please don't leave blanks)	Vacancy Notice No./date (appears on the top right side of notice)	
	Post against which application has been submitted/Location	

### 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. 'A' service (Whichever applicable)	:	
9.	Present pay level (pre-revised band with Grade Pay and basic pay) and basic pay as on date of application (please enclose self attested copy of latest pay slip)	:	
10.	Whether the grade/pay indicated above is on substantive basis or under MACP/ in ex-cadre/ deputation post ( if under MACP/ in ex-cadre/deputation post, please indicate the post held in cadre and grade of the cadre post)	:	
11.	Present Designation & Railway	:	
12.	Contact Details		
	(a) Email-ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

13. Educational Qualification:-

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

14. Experience Details:-

S.No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To	Nature Of duties performed

15.	Details of previous deputation /Foreign assignment, if any	:	
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.	Details of awards/ punishment	:	
19.	Have you ever been convicted, if yes details thereof	:	
20.	Any criminal case lodged against you	:	

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

I also certify that a copy of the application has been endorsed to my Administrative Officer viz; \_\_\_\_\_ (please write here the complete postal address of the concerned official & office) for forwarding the application to RLDA indicating No objection, Vigilance/D&AR clearance etc.

Signature of the applicant

Place : \_\_\_\_\_

Date: \_\_\_\_\_

Name:-

Complete Postal Address  
of the applicant:-

**CERTIFICATE**

**(To be filled by Cadre Controlling Officer of the organization where the employee is working and empowered to forward the application)**

**This is to certify that:**

1. The service particulars furnished by Mr./Mrs./Ms.. \_\_\_\_\_ have been verified from his service record and found correct.
2. Attested copies of the APARs/ACR's for the preceding 5 years are enclosed.
3. There is no DAR/SPE/VIGILANCE case pending or contemplated against Shri/Smt./Km. \_\_\_\_\_ and his/her integrity is hereby certified.
4. If the Employee is selected for appointment on deputation in the Rail Land Development Authority, he/she will be relieved **within 15 days** of receiving the intimation in this Office.

Date:

Signature of the Competent Authority \_\_\_\_\_

Name of the Officer \_\_\_\_\_

Designation of the Officer \_\_\_\_\_

Official Telephone & mobile no.

(Office Seal)