

RAIL LAND DEVELOPMENT AUTHORITY

(A Statutory Authority of Ministry of Railways)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS

Important (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 : _____

Name:-

Date: _____

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 and required to be submitted before appearing in the personal interaction/interview)

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)