

(A Govt. of India Enterprises)
Corporation office, 12th floor, Statesman House,
Barakhamba Road, New Delhi-110 001

(APPLICATION FORMAT)

1. Name of the post applied for:.....
2. Candidate's Name (In capital letters):.....
3. Father's/Husband's Name (In capital letters):.....
4. Date of Birth :
5. Date of Initial Appointment:
6. Date of Retirement:
7. Date of appointment in present organization:
8. Present Pay Band + Grade Pay/Pay scale:
9. Date of entry in present Pay Band/Pay scale:
10. Educational Qualification (Academic & professional) possessed by the officer:

| Examination passed | Name of Institute/ University | Maximum Marks | Year of passing | Marks Obtained | % of marks (upto 2 decimals) |
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11. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.

| Name and Address of Employer | Department | Designation & scale of pay | <u>Period of Service</u> From To | | Total Experience in years | Clearly indicate the nature of experience. Also mention the name of the project/unit where worked |
|------------------------------|------------|----------------------------|-------------------------------------|--|---------------------------|---|
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12. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:
13. In case the present employment is held on deputation/contract basis, please state-
 - a) The date of appointment on deputation/contract basis:
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.:
- b) State Govt.:
- c) Autonomous Organization:
- d) Government Undertaking:
- e) Others:

15. Details of pay particulars:

- a) Are you in CDA or IDA pay scale :
- b) If in CDA, please indicate the bay band and substantive Grade Pay :
- c) The grade pay held under MACP, if any :
- d) If in IDA, please indicate the pay scale :
- e) Whether in pre revised or revised scale of pay (CDA/IDA) :
- f) Give the date from which the revision took place-
and also indicate the pre-revised/revised scale :

16. Total emolument per month now drawn (give the break-up) :

17. Additional information, if any, which you would like to mention in support of your suitability for the post. (this among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

18. Whether belongs to OBC/SC/ST :

19. (a) Whether any punishment awarded to the applicant during the last 10 years : Yes/No

(b) Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/No

20. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional/bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet, if the space is insufficient).

Please affix one recent passport size Photograph without attestation

Signature of the candidate

21. Permanent Address:

| | | | |
|-------------------------|--------|-----------|------------|
| Name: | | | |
| Address (Present): | | | |
| District: | State: | Pin Code: | Mobile No: |
| Tel. No. with STD Code: | | Email: | |

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (i) have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post, (ii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated, (iii) I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for (iv) In case my application is not received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay.

22. List of Enclosures:

Place:

(Signature of the Applicant)

Date:

- Mb. No.
- E mail id

Countersigned

(Employer with Seal)