

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION/ABSORPTION BASIS

Important (please don't leave blanks)	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 (SC/ST/OBC)	:	
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 from working in present pay level	:	
11.	Present Designation & Railway	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	
		:	

13. Educational Qualifications:-

S. No.	Qualification/Degree	Years/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) (Pay level in case of Non-Gazetted staff)	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 or return from previous deputation with details, whenever applicable	:	

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

Year	Rating

19. Awards, 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 per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

RailTel Corporation of India Ltd.Application for the post of Group General Manager /Executive Director (Technical) on
Direct recruitment basis

1. Name in full (In Block letters) : _____
2. Father's/Mother's Name : _____
3. Date of Birth (DD-MM-YYYY) : _____
4. Age as on 08.06.2024 : _____ years, _____ months, _____ days.
5. Category (Gen/SC/ST/OBC-NCL*); _____
(*NCL – non-creamy layer)
6. Religion : _____
7. Correspondence Address : _____
(in BLOCK letters with PIN)

8. Contact Phone Numbers : _____
9. E-Mail Addresses (indicate clearly): _____

Paste a self
attested passport
size photograph in
this space

10. **Qualifications:**(Give information about Technical qualifications only in chronological order)
(May attach additional sheet, if required)

Exam Passed	Year of Passing	Name of Board / University	%age of marks obtained

11. **Works Experience**(after obtaining Engg. Degree) in chronological order (may attach additional sheets, if required). May attach additional CV, if desired by candidate)

Post	Name & full address of Employer	Period of work experience			Name of the Project(s) on which worked with brief nature of assignment
		From	To	Total Duration (in	

				Yrs. & Months)	

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12. Details about application / examination fee:

Demand Draft number: _____ Date: _____

Amount of Demand Draft: _____ Issuing bank _____

Signature of Candidate


Verification

I declare that I have read the detailed vacancy notice uploaded on RailTel's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information, my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate

 Important: Documents to be mandatorily attached with application:

- a) Self –attested copy of Matriculation Certificate (for age proof).
- b) Self-attested copies of Certificates in support of the required technical qualification.
- c) Self-attested copies of Certificates in support of higher technical/professional qualifications, if any.
- d) Certificates in proof of experience, clearly indicating the length and field of experience. (If an experience certificate is not available in case of any previous employer, the copies of offer of appointment along with first and last pay-slips shall be acceptable to ascertain the length of experience under that employer) **(Only the experience gained after obtaining the requisite degree will be taken into consideration).**

- e) Self --attested caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer).
- f) Self--attested copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card/current pay slip issued by the company.
- g) Self--attested copy of Photo I.D. proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- h) Demand draft of appropriate value as indicated in vacancy notice.
- i) Documents mentioned in para 9(ii) of annexure-I of the vacancy notice.
