

(FORMAT OF APPLICATION ON PERMANENT ABSORPTION BASIS FOR THE  
POST OF Assistant Manager/SECRETARIAL)

Please affix  
recent passport  
size self attested  
Photograph

1. Candidate's Name (In capital letters):
2. Father's/Husband's Name (In capital letters):
3. Date of Birth :
4. Sex : Male/Female
5. Status: Married/Single
6. Whether belongs to UR/OBC/SC/ST:
7. Please state whether working under Central Govt./ State Govt./ Autonomous Organization/  
Government Undertaking/ Others:
8. Present Organization in which you are working, its address with Phone Numbers:

9. Date of Initial (first) Appointment:
10. Date of appointment in present organization and grade on initial joining:
11. Present Pay Band + Grade Pay/Pay scale (On regular basis):  
(Please indicate drawing pay in CDA or IDA):
12. Date of entry in present Pay Band/Pay scale(On regular basis):
13. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:
14. 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:
15. Details of pay/Scale particulars:
  - a) If in CDA, please indicate the bay band and substantive Grade Pay/Level:
  - b) The grade pay/level held under MACP, if any :
  - c) Date of entry on regular basis in Level-8 :
  - d) Date of entry on regular basis in Level-7 :
  - e) If in IDA, please indicate the pay scale :
  - f) Date of Entry in grade Rs.50000-160000 (IDA) :
  - g) Date of Entry in grade Rs. 40000-140000 (IDA) :
  - h) Date of Entry in grade Rs. 30000-120000 (IDA) :
  - i) Whether in pre revised or revised scale of pay (CDA/IDA) :
  - j) 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. Educational Qualification (Academic & professional) possessed by the Employee:**

Examination passed	Name of Institute/University	Subject	Year of passing	% of marks (upto 2 decimals)

**18. Associate Membership No of ICSI :**

**19. 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 (mention separately for regular and adhoc/ MACP, if any)	Period of Service		Total Experience in years	Clearly indicate the nature of experience. Also mention the name of the project/unit where worked
			From	To		

**20. Hobbies/Extra Curricular Activities:**

**21. 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).**

**22. (a) Whether any punishment awarded to the applicant during the last 10 years, if yes details thereof**

**: Yes/No**

**(b) Whether any action or inquiry criminal/departmental is going on against you as far as your knowledge**

**: Yes/No**

**23. 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: Use typed copy of application as per format, if the space is insufficient).**

**24. Permanent Address with Pin Code:**

**25. Present Address with Pin Code:**

**26. Email address:**

**27. Mobile No.:**

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby certify and declare that (i) 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 and nothing has been concealed. In the event of any information or part of it being found 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. (v) In the event of my selection as AM/Secretarial. in IRCTC, I will tender my resignation in my Parent Organization.

**28. List of Enclosures:**

**Place:**

**(Signature of the Applicant)**

**Date:**

**Countersigned**

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**(Employer with Seal)**

**(Certificate to Be Furnished by the Employer/Head of  
Office/Forwarding Authority)**

1. Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular. He/She is working in scale Rs. \_\_\_\_\_ w.e.f. \_\_\_\_\_ on regular basis.
2. Also certified that :-
  - i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. \_\_\_\_\_.
  - ii) His/Her integrity is certified.
  - iii) His/Her APAR dossier in photocopies for the last 05 years ( \_\_\_\_\_, 2015-16, 2016-17, 2017-18 & 2018-19) <sup>2019-20</sup> duly attested by an officer of the rank of JAG/E5, are enclosed.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Official Seal:

List of enclosures:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_