

## APPLICATION FORMAT

EACH ONE OF US IS RESPONSIBLE TO MAKE OUR COUNTRY CORRUPTION FREE  
 SAY NO TO OFFERING OR ACCEPTING BRIBES.

RECRUITMENT NOTIFICATION NO & DATE: CO/P-R/4C/2026 dated 15.04.2026

POST APPLIED FOR: \_\_\_\_\_

Affix passport size photo
(Signed A-crossed)

NOTE: Please note that all the columns given below should be filled in.

1	Name of the Candidate Mr/Mrs/Ms	
2	Father's/Husband's name	
3	Full Postal address with pin code	
4	Mobile number	
5	E-mail address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on 01.01.2026	.....Years.....Months.....Days.
8	Gender: Male/Female	
9	Community:	

**Education Qualification:**

Name of Examination	Year of passing	Name of Board/University	Aggregate % of marks obtained

Other Qualification: \_\_\_\_\_

**Professional Experience:**

Sr. No	Posts Held	From - To	No. of years	Pay scale/ Monthly remuneration	Organization and brief description of job	Any other details

Current place of working, post held and substantive pay level: \_\_\_\_\_

I hereby declare and certify that the above information is true and correct to the best of my knowledge and belief. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected and my services are liable to be terminated at any stage, ever if recruited.

**Signature of applicant:** \_\_\_\_\_

List of documents enclosed (Please indicate 'TICK' [√] in the box)

**(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS MAY RENDER THE APPLICANT INELIGIBLE)**

- a) Self attested copies of certificate in proof of all qualification (As per the qualification specified in Notification)
- b) Self attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- c) Copy of service certificate in support of claims for Ex- servicemen, if any.
- d) Two passport size photographs.
- e) Self attested copy of experience certificate issued by previous employer
- f) Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

**I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website [www.konkanrailway.com](http://www.konkanrailway.com)**

Signature of applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Date:  
Place:

**Annexure -I**

1	Name of post:	<b>Assistant Materials Manager (AMM)</b>
2	Required Educational Qualification:	Bachelor's Degree of Engineering in Mechanical / Civil / Electrical / Electronics or its equivalent with minimum 60% marks (equivalent CGPA).  Additional qualification from PGDMM/MBA in Material Management is preferred.
3	Upper age limit as on 01.01.2026	30 Years.
4	Work Experience required:	Three years post qualification experience in Materials Management in an Industrial/ Commercial / Govt. Undertaking.
5	Brief Description of Duties of post:	<ul style="list-style-type: none"> <li>• AMM shall report to Dy. CMM/P and responsible for procurement of USBRL Project related Items and Disposal of Scrap.</li> <li>• Procurement of Items including GeM Procurement, Vendor Registration – New &amp; Renewal, etc.</li> <li>• AMM shall observe the rules and procedures relating to his duties as laid down in MMD circulars and various manuals such as IRS Conditions of Contract, IRS (KR) etc.</li> <li>• AMM shall ensure that all staff working under his/her control are acquainted with the relevant rules and working methods concerning their duties and that they perform their allotted duties efficiently.</li> <li>• AMM should have knowledge of Establishment Rules, General Financial Rules, MII Purchase Policy, Railway Board guidelines issued from time to time, etc.</li> <li>• AMM should be familiar with working on IREPS, purchase policy, Schedule of Powers, Tender Committee Proceedings, operation of Rate Contracts, etc.</li> <li>• Any other works assigned from time to time by the controlling officer and other higher officials.</li> </ul>
a	Essential duties:	AMM shall be responsible for all functions of Materials Management including procurement planning, procurement as per Railway guidelines and also Depot function of receipt accountal and issue of materials. AMM will also have to carry out Scrap disposal.
6	Place of posting and HQ:	Corporate Office/Belapur. (Required to travel at Project site as and when required)
7	Any other details required	<ul style="list-style-type: none"> <li>• Sound knowledge and experience of various areas of working and activities of the concerned department.</li> <li>• Should have Good personality and communication skills, both verbal and written.</li> <li>• Should be good at team leadership with proactive approach.</li> <li>• Should have good knowledge of MS Office &amp; MS Excel.</li> <li>• Must be having capabilities and competence to handle the department.</li> </ul>