



NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST OF – General/ Office Assistant
(Ref. Vacancy Notice No.41/2020)

A. PERSONAL DETAILS:-

1.	Applicant's Name		Affix your latest passport size photograph, duly self attested across
2.	Father's/ Husband's Name		
3.	Date of Birth		
	Age as on 10.11.2020 Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Present Designation		
8.	Present Pay-Scale and Basic pay	Pay-scale-	
		Present Basic Pay-	
	Period of holding the present grade Years Months days	
9.	Present Address		
	Permanent Address		
10.	Contact No. (with STD code)	Phone.....Mobile.....	
11.	E-mail ID		
12.	AADHAR No.		

B. EDUCATION DETAILS

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

C. EXPERIENCE DETAILS:-

S.N.	Period		Designation	Organisation	Place of posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience

- Years.

D. OTHER DETAILS

1.	Whether any punishment awarded in last 10 years.	Yes/ No	
	If Yes, please furnish details		
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No	
	If Yes, please furnish detail		
3.	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.	2016-17	
		2017-18	
		2018-19	
		2019-20	
4.	Time required for joining, if selected		

E. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria:-

S. N.	Criteria	Fulfilling (Yes/No)	Remarks(If any)
1.	Age as on 10.11.2020		
2.	Qualification		
3.	Working in the required grade/ Pay-scale/ Pay-package		
4.	Fulfilling total Experience criterion		
5.	Supporting documents attached		

I hereby declare that the particulars furnished above by me are true and I am eligible for the post as per the criteria laid down in the vacancy notice. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

A copy of the application has been endorsed to my Administrative Officer viz. _____ for forwarding the application to NCRTC indicating No objection, vigilance/ DAR clearance etc.

Place:
Date:

(Signature of the candidate)
Name.....
Desig.....

Annexure-II

CERTIFICATE

1. Certified that the particulars furnished by Shri/Smt/Ms. have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Ms. His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Ms. during the last 10 years as per records in the Ministry/Department.

In case of selection he/she will be relieved for normal tenure of three years on deputation/ absorption.

Date:
Place:

Signature of Head of Office /Department
(Office stamp)