

**RAILTEL CORPORATION OF INDIA LIMITED****Vacancy Notice No. RCIL/2024/P&A/44/4**

NAME OF THE POST APPLIED FOR: \_\_\_\_\_

(Must be indicated by applicant. Without the name of the post, application will be rejected)

1. Name in full (In Block letters). : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Date of Birth (DD-MM-YYYY). : \_\_\_\_\_

4. Age as on \_\_\_\_\_ : \_\_\_\_\_ years, \_\_\_\_\_ months, \_\_\_\_\_ days

5. Category (Gen/SC/ST/EWS/  
OBC-Non creamy layer) : \_\_\_\_\_

6. Religion : \_\_\_\_\_

7. Nationality : \_\_\_\_\_

8. Whether PwBD : Yes / No

8.1 If Yes, percentage of disability : \_\_\_\_\_

8.2 If Yes, type of disability : \_\_\_\_\_

9. Whether Ex-Serviceman : Yes / No10. Correspondence Address : \_\_\_\_\_  
(in BLOCK letters with PIN) \_\_\_\_\_

11. Contact Phone Numbers : \_\_\_\_\_

12. E-Mail Addresses (indicate clearly): \_\_\_\_\_

13. **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

Paste a recent **self attested** passport size photograph in this space

14. **Work Experience:** (in descending chronological order) (may attach additional sheets, if required). Only the experience gained after obtaining the requisite degree will be taken into consideration. Internship, trainings etc will not be taken into consideration.

Post	Name & full address of Employer	Type of organization (Govt/PSU/Pvt)	Period of work experience			Annual Turnover of the company (if Private)	Name of the Project(s) on which worked with brief nature of assignment	Contact no. and e-mail ID of concerned HR Manager of the organisation
			From	To	Total Duration (in Yrs. & Months)			

15. **Certifications:** (must be valid and in active status as on the last date of receipt of applications) (May attach additional sheets, if required).

Certification Name	Month and Year of Passing	Valid Till

16. Total Experience in relevant area  
(in years & months). : \_\_\_\_\_

17. Name of present employer : \_\_\_\_\_

18. Pay Scale (IDA)/Level (CDA)/  
Gross monthly emoluments(Private): \_\_\_\_\_

19. Region preference : Place of posting in case of selection (Rank in order of preference – Corporate Office (Gurugram), Southern Region (Secunderabad):

Preference	Region
Preference 1	
Preference 2	

20. Bank details: For the purpose of fee refund to those SC/ST/PwBD who appear in selection process : (To be filled only by SC/ST/PwBD candidates)

Name of the account holder: \_\_\_\_\_

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

Account No.: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

PAN No. \_\_\_\_\_

21. Details about application / processing fee:

Demand Draft number: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Demand Draft: \_\_\_\_\_ Issuing bank: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

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 (Self attested copies):**

- a) Self-attested copy of Matriculation Certificate/Secondary School Examination Certificate (SSEC) or an equivalent educational certificate (for age proof).
- b) Self-attested copies of certificates and mark-sheets in support of the required technical qualification.
- c) Self-attested copies of certificates and mark-sheets in support of higher technical/ professional qualifications, if any.
- d) Self-attested copies of certifications.
- e) Certificates in proof of experience, clearly indicating the length and field of experience. Experience certificate along with the copies of offer of appointment, first and last pay-slips, bank statement and/or EPF statement 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. Internship, trainings etc will not be taken into consideration).**
- f) Proof of requisite annual turnover of employer as per requirement of vacancy notice.
- g) Self-attested caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer)/ EWS.
- h) In case PwBD candidate, self-attested copies of certificates issued by the competent authority, as proof of disability.
- i) In case of Ex-Servicemen, self-attested copies of the service certificate issued by the competent military authority regarding service in military.
- j) 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 and current pay slip issued by the company.
- k) No Objection Certificate (NOC), if currently serving in Govt/Quasi Govt. offices/ Public Sector Undertakings on regular basis (if available). Otherwise, candidates will have to submit 'No Objection Certificate' from his / her organisation at the time of interview.
- l) 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.
- m) Demand draft of appropriate value.
- n) Copy of cancelled cheque for fee refund- only for SC/ST/PwBD
- o) Copy of CV with signed photograph thereon (signed on each page).

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