

**PRESCRIBED PROFORMA FOR NON-GAZETTED STAFF**  
**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

Letter No. and date of issue of Vacancy Notice	
Post against which application has been submitted	
Choice of station (where applicable)	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Department	:	
4.	Category(SC/ST/OBC/UR)	:	
5.	Community (whether Minority)		
6.	Date of Birth	:	
7.	Date of entry in to Railway/Govt. Service & post at the time of entry to service	:	
8.	Present Designation with place posting, Division & Railway	:	
9.	Present Pay level (7 <sup>th</sup> CPC) and basic pay as on date of application & Date of entry in post	:	
10	Whether the grade/pay indicated above is on substantive basis or under MACP/in ex-cadre post(if under MACP/in ex-cadre post, please indicate the post held in cadre and grade of the cadre post)	:	
11	Contact Details(struck down which is not applicable)		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	
12	Preference for /PIU place of posting		

**13. Educational Qualifications: -**

S.No.	Qualification	Year/ Division	Institution/University, Place/ Country

**14. Experience Details: -**

S. No.	Designation & Railway with Place of posting	Grade	From	To
14(A)	Description of work Preformed / Experience			
15.	Details of previous deputation/ Foreign assignment, if any	:		
16.	Details of awards/punishment	:		
17.	Whether last three years ACRs attached, in case possessed by the employee(give details)	:		

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 and there is neither any vigilance/D&AR case pending against me nor I am undergoing any penalty on date.

Date:

Place:

(Name and Signature of the applicant)

**TO BE FILLED IN BY THE RAILWAY/Deptt**  
**WHILE FORWARDING APPLICATION FOR DEPUTATION**

1.	Whether any disciplinary proceedings have been initiated against the employee during his career so far? If yes, details thereof	:	
2.	Whether any preliminary inquiry or any other vigilance related matter is pending against the employee. If so, full facts of the pending matter?	:	
3.	Whether the name of the employee appears in the Agreed List/ Secret List?	:	
4.	Whether the employee can be spared on deputation in the event of selection?	:	
5.	Please indicate ACR ratings for the last three years in respect of the employee/officer.	:	

Signature of the officer certifying the proforma

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

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