

**PROFORMA FOR APPLICATION FOR THE POST OF INSTRUCTOR (EX-CADRE) SIGNAL / TELECOM
UNDER STTC / KGP**

(Please read the Notification carefully before filling up the application form)

(Through proper channel)

INSTRUCTION:

1. Option form duly filled in all columns will only be accepted through proper channel.
2. No application will be accepted after the due date of forwarding the application ie 16.09.2020 from the division / unit.
3. No application will be entertained without the signature of the immediate controlling Officer.

Please write the name of the post applied for with Grade Pay / Level	
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To
The Asstt. Personnel Officer (HQ)
South Eastern Railway
Garden Reach.

1.	Name (in Block Letters)				
2.	Present Designation (Mention Deptt & Office) with Pay Band & Grade Pay / Level	Officiating capacity (ad-hoc etc)			
		Substantive			
		Department & Controlling Officer			
		Pay Band & Grade Pay / Level			
3.	Place of posting	Station / Unit	Division	Railway	
4.	Emp. No / Pran No				
5.	Community				
6(a).	Date of Birth DD/MM/YYYY	(b) Date of Appointment DD/MM/YYYY			
		DD/MM/YYYY			
7.	Date of promotion to the present substantive post	DD/MM/YYYY			
8.	Qualification (As per Service Record)	Educational Qualification (mention year of passing)			Technical Qualification (if any)
		Matriculation	HS	Degree	Master Degree
9.	Fluency in Language (indicate yes / no	English	Read	Write	Speak
		Hindi	Read	Write	Speak
10.	Details of Working Experience as Instructor	From ----- To -----			
11.	List of Awards / Certificate of Merit / Achievements, etc if any				
12.	Special Aptitude / Hobbies or subject of interest				
13.	e-mail address / Contact No. (Rly. Tele No. / Mobile No)				
14.	Please write (in not more than 60 words) why you wish to apply for the post of Instructor.				

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I, the undersigned hereby declare that the particulars furnished above are correct and true to the best of my knowledge. Application will be rejected if any discrepancies are detected in my application at any stage.

DATE:
STATION

(Signature of the applicant)

(Instruction: Both Signature and date are compulsory; otherwise application will be summarily rejected)

(For Office Use Only)

Forwarded to the Personnel Branch with "No objection".

(Divisional Controlling Officer

Hd.Qr. Controlling Officer in the case of
employee of SEC Rly / ECoRly

Service Particulars of the employee has been checked and found correct as per available Official record. Forwarded to the Sr. Personnel Officer (Bills) / S.E.Railway / Garden Reach.

(Divisional Controlling Officer

Hd.Qr. Controlling Officer in the case of
employee of SEC Rly / ECoRly

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