ANNEXURE-I

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NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST OF- _____.

(Ref. Vacancy Notice No. 32/2018)

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 30.08.2018	.....Yrs..... Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/Autonomous Body/ Other Govt. instrumentality/ Private Sector/ Public Private Partnership	
8.	Present Designation		
9.	Present Pay-Scale and Basic pay		
	Pay package and CTC (Pvt. Sector Co.)		
	Holding present pay-scale w.e.f.		
	Period of holding the present grade	.....Years .....Months ..... days	
10.	Correspondence Address		
	Present Address(where posted)		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

Dhawan
15/08/2018

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	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Total work experience in the relevant field - ..... Years.
- Work experience with Railways/ Metro Rail - ..... 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.	2014-15	
		2015-16	
		2016-17	
		2017-18	
4.	Time required for joining, if selected		

15/08/2018

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 30.08.2018		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ govt. instrumentality		
4.	Working in the required grade/ Pay-scale/ Pay-package/ position		
5.	Experience is adequate (in total number of years)		
6.	Fulfilling total Experience criterion (10/8 yrs.)		
7.	Fulfilling specific Experience criterion (Metro/ Railways experience)		
8.	Supporting documents attached as per check-list		
9.	Seeking any relaxation		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

Place:

(Signature of the candidate)

Name.....

Desig.....

10/08/2018

Annexure-II

APPLICATION FOR THE POST OF: _____.

CHECKLIST

(Mark the following Serial Numbers on the documents and attach in ascending order.)

S. N.	Document	Copy	Attached (Yes/No)	Remarks (Not applicable etc.)
1.	Check-list	Original		
2.	Application in prescribed format with latest photograph affixed & signed across	Original		
3.	Category Certificate (If applicable)	Self-attested copy		
4.	Matriculation Certificate	Self-attested copy		
5.	Matriculation mark-sheet	Self-attested copy		
6.	Intermediate Certificate	Self-attested copy		
7.	Degree Certificate	Self-attested copy		
8.	Degree final mark-sheet	Self-attested copy		
9.	PG Degree Certificate	Self-attested copy		
10.	Other qualification related certificate (as per requirement)	Self-attested copy		
11.	Offer of appointment (present employer)	Self-attested copy		
12.	Office Order joining service	Self-attested copy		
13.	Office Order - Grant of Executive grade (if applicable)	Self-attested copy		
14.	Office Order- Grant of present grade	Self-attested copy		
15.	i. Experience Certificate- Present employer	Self-attested copy		
	ii. Experience Certificate/s- Previous employer/s	Self-attested copy		
16.	APAR -2014-15	Self-attested copy		
17.	APAR -2015-16	Self-attested copy		
18.	APAR -2016-17	Self-attested copy		
19.	APAR -2017-18	Self-attested copy		
20.	(a) NOC from employer for applying	Original		
	(b) Undertaking to submit NOC at later stage	Original		
21.	Latest Salary slip	Self-attested copy		
22.	Any other relevant document required	Self-attested copy		

Dated: .....

Signature of the candidate

Name:

16/08/2018