

Application Format

Indian Railway Finance Corporation Limited

Before filling the application form candidates should invariably read the detailed **vacancy notice no. 02/2020, dated 12.12.2020** in 'careers' section at IRFC's website www.irfc.nic.in

Application for the post of: _____

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM- YYYY) : _____ years, _____ months, _____ days
4. Age as on **14.01.2021** : _____
5. Category (Gen/OBC-NCL*/SC/ST) : _____
(*NCL- non – creamy layer)
6. Religion : _____
7. Correspondence Address : _____
(in BLOCK letters with PIN)
8. Permanent Address : _____
9. Contact Phone Numbers : _____
10. E-Mail Addresses (indicate clearly) : _____
11. Aadhar number (if available) : _____

Paste a self
attested
passport size
photograph in
this space

12. **Qualifications:** (Give information for Matriculation, +2 level, Graduation and Professional qualifications only in chronological order) (May attach additional sheet in the same format, if space below is insufficient)

Exam Passed	Year of Passing	Name of Board / University/Institute	% age of marks obtained

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13. **Additional Qualification (desirable) applicable for Deputy Manager (Company Secretary) E2:** Do you have additional of LLB (3 Years) regular from recognized university or Institution with a minimum of 60% marks? : **YES / NO** (Please attach a copy of certificate).

14. **Work Experience (after obtaining prescribed minimum qualification for the post will only be considered)**

In chronological order (attach separate sheet in the same format, if required). if desired by candidate, may attach bio data with details of experience,)

S. No.	Organization name	Type of Organization	Designation / Grade if working in CPSE and Matrix level if having CDA scale of pay.	Scale of Pay	From	To	No. of year of experience

15. **Area of Experience (in brief)**

(1) Brief Nature of Assignment:
(2) Major Achievements:

Signature of Candidate

Declaration

I declare that I have read the detailed vacancy notice no 02/2020 dated 12.12.2020 uploaded on IRFC'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

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Important: Documents to be mandatorily attached with application:

A. The following Documents in the given order only (from top to bottom) may be uploaded:

1. Scanned image of Colour photograph and Signature of applicant.
2. Proof of Date of Birth (class X certificate)
3. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters / years (Xth, XIIth, / Graduation / Post-Graduation/MBA / CA / CMA / CS / LLB as applicable)
4. Category certificate SC / ST / OBC (NCL) /Ex. Servicemen, if applicable as mentioned in Relaxation and Concessions column above.
5. PwBD certificate as per the latest format(if applicable)
6. Domicile of J & K during 01-01-1980 and 31-12-1989 (if applicable).
7. Proof of Identity & Address (Passport, Voter ID, Driving License, UIAD Aadhaar Card.)
8. PAN Card
9. Proof of different periods of experience as claimed in your application.(if applicable)
10. Any other document in support of your candidature i.e. NOC if applicable and 12months salary certificate in case candidates working in other than Government/PSUs.

B. DOCUMENTS IN SUPPORT OF WORK EXPERIENCE:

- a) Joining-Relieving Letter from Company/Organization.
- b) Experience /Service Certificate issued by Company/Organization.(Experience Certificates produced should clearly indicate date of joining and date of relieving from each organization where worked.

C. How to apply:

All the eligible candidates are requested to forward their application in the above format enclosing therewith the self attested documents like qualification, experience, pay details etc. as stated above (A) in a cover superscribing “**Application for the post of _____**”. **Addressed to Joint General Manager (HRM), Indian Railway Finance Corporation, UG Floor, East Tower, NBCC Place, Bisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003”**.

All the application forms along with requisite enclosure should reach IRFC by **01.02.2021**. However, in respect of the applications received by post / speed post from the candidates residing in North–East, Jammu & Kashmir, Andaman and Nikobar Island or Lakshadweep, the last date for receipt of application shall be **08.02.2021**. In case of application received by hand or through courier services benefits of extended time will not be available regardless of the place of residence of the applicant.