

**RAILTEL CORPORATION OF INDIA LIMITED**

**Vacancy Notice No. RCIL/2024/P&A/44/4**

**FORMAT OF APPLICATION**

**NAME OF THE POST APPLIED FOR:**

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

**Annexure-IV**

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

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

2) Father's Name: : .....

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

4) Age as on 06.04.2026 : ..... years. .... months. .... days

4.1 Whether age relaxation required. ....

4.2 Type of eligible age relaxation (RCIL/ PwBD/ Ex. Servicemen/ Community)

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(Community age relaxation is allowed only against reserved posts)

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

5.1 Date of issuing Certificate (Please refer Para 7, 8 & 9): .....

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 / No

10) Correspondence Address (in BLOCK letters with PIN):

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Contact Phone Numbers: .....

11) E-Mail Addresses (indicate clearly: .....

12) **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	Marks obtained (%)

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

Certification Name	Month and Year of Passing	Valid Till

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. Internships, training 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 (Cr.) 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) Total Experience in relevant area . . . . . (in years & months).
- 15.1 Total experience in RailTel: . . . . .
- 15.2 Whether completed 3 years in RailTel: . . . . .
- 15.3 Whether presently working in RailTel: . . . . .
- 16) Name of present employer . . . . .
- 17) Pay Scale (IDA)/Level (CDA)/Gross monthly emoluments(Private): . . . . .
- 18) Region preference: Place of posting in case of selection (Rank in order of preference – Corporate Office (Gurugram), Southern Region (Hyderabad):

Preference	Region
Preference 1	
Preference 2	

- 19) Details about application fee (Rs.1200/- (Rs.600 for SC/ST/PwBDs):

Demand Draft number: . . . . . Date: . . . . .


Amount of Demand Draft: . . . . . Issuing bank: . . . . .

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) Experience certificates must indicate length and field of experience. Only post-qualification experience will be counted; teaching/academic experience and curriculum-based training/apprenticeship/projects will not be considered.

- f) Experience shall be counted subject to submission of all five mandatory documents: (1) Experience Certificate, (2) Appointment Letter, (3) First & (4) Last Pay Slips, and (5) EPF/Bank Statement showing salary credit; failing which experience will not be counted.
- g) In cases where a candidate is employed by one private organization but deployed to work in another organization, the experience will be evaluated based on the status of the organization where the candidate is actually deployed (i.e., Central Govt./State Govt./PSU or a Private Organization with turnover  $\geq$  ₹300 Cr.), subject to submission of an experience certificate in Annexure-XI issued by such qualifying organization. Please refer Para 2.2.
- h) Proof of requisite annual turnover of employer as per requirement of vacancy notice.
- i) Self-attested caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer)/ EWS. Please refer Para 7,8 & 9 for details.
- j) In case PwBD candidate, self-attested copies of certificates issued by the competent authority, as proof of disability.
- k) In case of Ex-Servicemen, self-attested copies of the service certificate issued by the competent military authority regarding service in military.
- l) 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.
- m) 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 organization at the time of interview.
- n) 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.
- o) Demand draft of appropriate value.
- p) Copy of CV with signed photograph thereon (signed on each page).

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