

Annexure-II

PROFORMA OF APPLICATION FOR DEPUTATION IN JMRC

PART - A (To be filled by the applicant)

1. POST APPLIED FOR _____

(Please fill separate applications, if you wish to apply for more than one of the posts)

2. PERSONAL DETAILS

a. Full Name:.....

b. Father's/Husband's name:.....

c. Date of Birth:.....

d. Present Post/Designation:.....

e. Place of present posting:.....

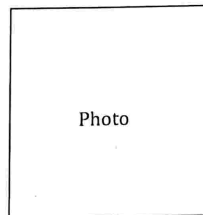
f. Permanent Address:.....

g. Postal Address:.....

h. Mobile number (s) for Contact/SMSs:.....

i. Email ID (**In Capital**):.....

(this email ID will be used for all correspondence in relation to this Application)



3. DETAILS OF CURRENT POSTING**a. Parent Department/ Organisation**

i.	Name of Parent department/ organisation/ service with Unit/ Zone & place of posting	
ii.	Date of joining in service of the present parent department/ organisation	
iii.	Date of 1st joining in service of the Govt. department/ organization (only if applicant continued in Govt. service ever since)	
iv.	Date of superannuation from the parent department/ organization	

b. Details of Service

i.	Name of Present department/ organisation	
ii.	Cadre Controlling Authority: a) Name, Address for communication: b) E-mail ID:	
iii.	Present Post/ Designation & Place	
iv.	Type of Pay Scale (Tick as applicable)	CDA (6 th CPC) / CDA (7 th CPC) / IDA (after 3 rd PRC) / IDA (Before 3 rd PRC)
v.	Present Level in Pay Matrix as per 7 th CPC (GoI or GoR)/ Scale as per IDA (E1, E2...etc.); as applicable	
vi.	Date of Entry into Present Grade Pay/Pay scale/ Pay Level	
vii.	Immediate lower Grade Pay / Pay Level that you were getting before the grant of present Grade Pay / Pay Level	
viii.	Date of Entry into immediate lower Grade Pay/Pay scale/ Pay Level	



ix.	Whether the employment in parent organization is a regular employment											
x.	Details of Punishments/ Enquiries/ Police Cases/ Convictions/ Debarments, if any											
xi.	Details of Awards/ Honours/ Citations, if any											
xii.	Summary of ACR for last Five Years	<table border="1"> <tr> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>2023-24</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	2019-20	2020-21	2021-22	2022-23	2023-24					
2019-20	2020-21	2021-22	2022-23	2023-24								

4. ACADEMIC/ PROFESSIONAL QUALIFICATIONS

Degree/ Diploma/ Certificate	Name of Board/ Institution/ University	Year of Passing	Subject(s)/ Discipline/ Branch

5. EXPERIENCE DETAILS

a. Details of Postings held (attach separate sheet, if required)

Period		Name of department/ organization	Post held	Whether on cadre post or on deputation	Work profile
From	To				



PROFORMA OF APPLICATION FOR DEPUTATION



b. Experience in terms of Years and Months

Total Experience of working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments	
Of the total experience, Experience in Metro Rail Projects	
Of the total experience, any experience specifically relevant to the Post applied for Type of Experience Period of experience in Years, Months and Days	

I hereby submit my Application for deputation in JMRC against the Special Selection Post of _____.

I declare that:

- a) I have carefully gone through the Vacancy Circular & JMRC Recruitment & Service Rules, 2012 as amended upto date (available on JMRC website) and I am aware that my tenure in JMRC will be governed by these Rules, except where otherwise provided in the terms and conditions of deputation mutually agreed upon between my parent department/ organisation and JMRC.
- b) I am aware that my Application will be considered only if it is duly certified and forwarded by my Cadre Controlling Authority and reaches JMRC on or before the prescribed date.
- c) I am well aware that on being forwarded, my Application will be assessed by the Selection Committee as per the Rules of JMRC.
- d) To the best of my knowledge, the information submitted by me is correct and I am qualified to hold a post in JMRC.

Date

Name and Signature of the Applicant



PART - B

(To be filled by the Cadre Controlling Authority/ Parent Department/ Organisation)

The application of the following officer is being forwarded to JMRC for considering his/ her deputation in JMRC:

- 1) Full Name of the Applicant :
- 2) Cadre/ Post in the parent department :
- 3) Date of Birth :
- 4) Date of Superannuation :
- 5) Has the officer been given any punishment in the last five years? If yes, please write a short description below
- 6) Is there any disciplinary proceeding pending against the officer (only the cases where charge- sheets have been served)? If yes, please write a short description below
- 7) Whether original or attested copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of last five years are enclosed?
- 8) Whether the employee is a regular employee of parent department/organisation?

It is certified that the particulars given above are correct and that in the event of the officer being selected for deputation in JMRC, his/her services shall be placed at the disposal of JMRC for the period of deputation which shall ordinarily not exceed three years.

Date

**Name, Designation & Signature of authorised officer
of the Parent Department/ Organisation**

