

APPLICATION FORM

<u>Application for the Post of - MANAGER (LEGAL) – E-4 Grade / Sr. Officer (Legal) – E-2 Grade in RCF Ltd.</u>		AFFIX PASSPORT SIZE PHOTO DULY SIGNED	
1	Name in Full	(Mr./Ms)	
2	Date of Birth		Age as on 01.04.2018 :
3	Category (retain the one applicable)	SC / ST / OBC / PWD / EX SERVICEMEN / GENERAL	
	Religion		
4	Address for Correspondence with Pin Code		
	Nearest Station		
	Telephone No./Mobile	Tel.no.	Mobile No.
5	Permanent Address		
	Domicile state		
	Telephone No.		
6	E-mail		

7. QUALIFICATIONS (starting from SSC)

Sl. No	Qual.	Branch	Board/Inst itute /Universit y	Duration of the course	Whether Govt. recognized University / Institute	Whether course was regular and full time (Yes / No)	Year of Passing	% of Marks

(If any additional information regarding qualification please attached separate sheet.)

8. DETAILS OF EXPERIENCE: (Starting from Present Position) including working with Law firms/practicing at BAR (Advocate)

Sl. No.	Name of the Organization	Design.	From (please mention exact date)	To (please mention exact date)	Employer Whether Private/ Govt./PSU/ Autonomous body/ MNCs/Law firms/Practicing at BAR (Advocate)	Total Emoluments (Gross) Per Month

Note - Please attach a separate sheet narrating the details of jobs and responsibilities handled.

9. TOTAL EXPERIENCE:

	<u>YEARS</u>	<u>MONTHS</u>
TOTAL EXPERIENCE AS ON 01.04.2018 AFTER PASSING LAW DEGREE		
PRESENT PAY SCALE/GROSS PAY	Pay Scale: _____ Basic Pay : Rs _____ Per Month Gross Pay per annum _____	
PRESENT DESIGNATION		

10. HAVE YOU EVER BEEN CONVICTED BY ANY COURT OF LAW OR ANY DISCIPLINARY PROCEEDING / ENQUIRY IS PENDING AGAINST YOU OR ANY PENALTY HAS BEEN IMPOSED UPON YOU? IF YES, GIVE DETAILS.	YES/NO
11. HAVE YOU EVER FACED ANY EXTRADITION / DEPORTATION PROCEEDINGS OR ANY DISCIPLINARY PROCEEDING? IF YES, GIVE DETAILS	YES/NO
12. DO YOU HAVE ANY RELATIVE WORKING IN RCF	YES/NO IF YES, NAME _____ DESIGNATION _____

13. JOINING TIME

HOW SOON CAN YOU JOIN IF OFFERED APPOINTMENT	
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14. WHETHER APPLIED FOR ANY POST IN RCF EARLIER: YES/NO

IF YES, DATE/MONTH OF APPLICATION	
POST APPLIED FOR	

I state that all the information given above is true and correct. In case any of the details given above turns out to be false I will make myself liable to lose the candidature.

Date:
Place:

Signature of the Candidate

INSTRUCTIONS

1. AFFIX PASSPORT SIZE PHOTO DULY SIGNED.
2. FILL THE FORM IN CAPITAL LETTERS ONLY.
3. GIVE THE TRUE, COMPLETE AND CORRECT INFORMATION IN THE APPLICATION FORM. IN CASE THE INFORMATION IS FOUND FALSE OR INCORRECT, THE CANDIDATE WILL NOT BE CONSIDERED FOR INTERVIEW/APPOINTMENT IF MADE WILL BE CANCELLED.
4. ENCLOSE SELF ATTESTED COPIES OF CERTIFICATES / DOCUMENTS IN SUPPORT OF INFORMATION GIVEN IN THE APPLICATION REGARDING AGE, QUALIFICATIONS, EXPERIENCE, CATEGORY / CASTE (IF APPLICABLE)
5. SEND THE APPLICATION IN AN ENVELOPE SUPER-SCRIBING "NAME OF THE POST APPLIED FOR"
6. IMPORTANT
 - (a) ENSURE IN YOUR OWN INTEREST THAT YOU FULFILL THE ELIGIBILITY CRITERIA.
 - (b) III TIER AC TRAIN / BUS FARE (restricted to III tier AC fare) SHALL NOT BE REIMBURSED TO CANDIDATES NOT ELIGIBLE FOR INTERVIEW AND ALSO TO CANDIDATES NOT HAVING PROPER TICKET.
 - (c) IN SUPPORT OF EXPERIENCE YOU ARE REQUIRED TO ATTACH SERVICE CERTIFICATE, APPOINTMENT LETTER, RELIEVING LETTER, ETC.
