

**Application Form for the post of OS, Level-6 against 20% LDCE Quota in Ministerial
Cadre of all Departments (except Accounts & Security/RPF) of NFR HQ**

(Application to be filled up by the Candidates in his/her own handwriting)

Ref : Notification No.E/227/216/OS-LDCE (Q)/2026 Dated 05-03-2026

Paste latest
Passport sized
Color
Photograph

Roll No.

SECTION-I

(To be allotted by Personnel Department)

- अभ्यर्थी का पूरा नाम/ Name of the Candidate in full :
(ब्लॉक अक्षरों में/in BLOCK letters)
- पिता / पति का नाम Father's/Husband's Name :
- जन्म तिथि / Date of Birth :
- नियुक्ति की तिथि / Date of Appointment :
- सेवानिवृत्ति की तिथि / Date of Retirement :
- वर्तमान पदनाम / Present Designation :
- किसके अधीन कार्यरत / कार्यस्थल :
Working under/ Place of working
- विभाग / Department & Unit :
- वर्तमान वेतन एवं स्तर / Present Basic Pay & Level :
- समुदाय / Community : UR/OBC/SC/ST
(संबंधित समुदाय को बॉक्स में गाढ़े अक्षरों में लिखें /
Write the relevant Community in Bold in the Box)
- If belongs to SC/ST : YES / NO
(attach self attested copy of Caste Certificate)
- PwBD(VI) होने की स्थिति में PwBD प्रमाण-पत्र : YES Attached / Not Applicable
संग्रहित करें/ Attach PwBD (VI) Certificate, if any
- पी.एफ. / एन.पी.एस. संख्या / P. F./NPS No. :
- एचआरएमएस आईडी / HRMS ID :

15. जिस पद एवं वेतन स्तर पर प्रारंभिक नियुक्ति हुई / :
Post and Pay Level in which initially appointed

16. वर्तमान पद में प्रवेश की तिथि / :
Date of entry into the Present Post

17. विभिन्न पदों एवं वेतन स्तर में नियुक्ति / पदोन्नति की तिथि / Date of Appointment/Promotion in different Posts & Pay Level (नियमित रूप से /Regular Measure)

	From Date	To Date	Total Length of Service in the Post Y - M - D
(a) Junior Clerk / Level-2 - Tenure			
(b) Senior Clerk / Level-5 - Tenure			

18. अधिसूचना जारी होने की तिथि तक कुल सेवा अवधि /Total Length of Service from the Date of Initial Appointment as on Date of issue of Notification :
..... YearsMonthsDays

19. वरिष्ठता बनाए रखी गई मुख्यालय में Seniority maintained at HQ : YES / NO ☐

20. शैक्षणिक योग्यता / Educational Qualification / GRADUATE in -Arts, Science, Comm, : YES / NO
Graduate in

i. अन्य शैक्षणिक योग्यता / Other Academic Qualification

ii. तकनीकी / Technical Qualification, If any :

21. पिछले ०३ वर्षों के दौरान प्रदान किए गए पुरस्कार Awards conferred during the last 03 years (Railway Week / PHOD/ DRM level) :

i. Railway Week - Board/ GM's Level :

ii. Headquarter Level/PHOD/HOD :

22. पिछले ०३ (तीन) वर्षों के दौरान लगाए गए दंड, यदि कोई हों / Penalties imposed during the last 03 (three years), if any

	YES / NO
(a) Minor	Date/From ----- Date/To
(b) Major	

23. कोई सतर्कता / डी एंड एआर मामला लंबित / प्रक्रियाधीन है :
या नहीं / Any Vigilance/D&AR Case pending/
under process, if any YES / NO
24. Mobile No of the Applicant :
25. Email Address of the Applicant :
26. Mobile No of the Controlling Officer :

DECLARATION BY THE CANDIDATE :

I hereby declare that the particulars furnished are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false or incorrect or I do not satisfy/fulfill the eligibility criteria, my candidature/appointment on promotion is liable to be cancelled besides disciplinary action as per Rules. I have read the contents of the notification and agree to abide by the Rules, regulations and procedure prescribed for promotion to the post of Office Superintendent in Level-6 of 7th CPC Pay Matrix against 20% LDCE quota in Ministerial Cadre all Departments (except Accounts and RPF) of NFR HQ Unit.

If I am selected and posted as Office Superintendent, I will not seek reversion to my parent cadre under any circumstances at a later date. I will seek further progression in Ministerial Cadre.

Date :
(Signature of the Employee/Applicant)

Name :

Designation :

NOTE : Upload Scanned copy of the filled in **Application** along with **Certification sheet (ANNEXURE-D)**, **Check List (ANNEXURE-E)** along with other **mandatory Certificates** in the online Form Submission website link - <https://personnel-dept-notices.nfreis.org/> .

ANNEXURE-D

Certification of Service Particulars of the Applicant
(To be submitted along with Application Form)

SECTION – II

Forwarded to Controlling Officer..... for further action and above particulars are verified and found to be correct

Date :
Signature & Name of **Supervisor/In-charge of the Applicant**

Certified and forwarded to Cadre/SPO/APO of Personnel Department.

Date :
Signature of **Controlling Officer** of the Applicant
(Office seal)

SECTION – III

Checked and Verified Certified that the above service particulars furnished by the staff have been found correct as per service records.

Date :

.....
Signature & Name of the concerned **Cadre Clerk**

Certified and forwarded to SPO/HR & TRG for further process.

.....
Signature of the concerned **Cadre SPO/APO of HQ**
(Office Seal)

SECTION – IV

Application checked and verified and found correct as per service records.

Candidate is found : **Eligible/Not Eligible**

Applications submitted to **SPO/HR & TRG** for approval for further processing the application

Date :

.....
Signature of **Cadre Clerk of EQ /Section**

Application **Approved / Not Approved** for further processing.

.....
Signature of the **SPO/HR & TRG**

ANNEXURE-E

CHECKLIST FOR MONITORING APPLICATION PROCESS

This Check list should be submitted along with the Application Form and Certification Sheet
(To be marked in the check box ☐ at every stage of application submission stage)

Applicant Name	Designation	Working Under	Department

STAGE 1 : APPLICANT SUBMISSION (To be marked by the Applicant)

- 1 Application Form duly filled up by Applicant ☐
- 2 Applicant Signed on the Application Form ☐
- 3 Latest Passport size Photograph pasted on the Application ☐
- i. Educational Certificates attached (Self-attested) ☐
- ii. Caste Certificate attached (Self-attested, if applicable) ☐
- iii. PwBD Certificate attached (Self-attested, if applicable) ☐
- .
- 4 Application submitted to **Immediate Supervisor** (Chief OS/OS(IC) or In-charge) by the Applicant for forwarding to Controlling Officer within the target date as per timeline ☐

STAGE 2 (a) : IMMEDIATE SUPERVISOR

- 5 Application, Documents & Eligibility Criteria **Verified** by Supervisor in **Section-II** ☐
- 6 Signed by Immediate Supervisor ☐
(where immediate Supervisor is not available, application to be verified and forwarded directly by Controlling Officer)
- 7 Application forwarded to Controlling Officer within the timeline. ☐

STAGE 2 (b) : CONTROLLING OFFICER

- 8 Application, Documents & Eligibility Criteria **checked** and **signed by Controlling Officer** in **Section-II**. ☐
- 9 Application forwarded to **Cadre SPO/APO** of Personnel Branch, HQ within the timeline ☐

STAGE 3 : VERIFICATION & CERTIFICATION BY CADRE CLERKS & SPO / APO

- 1 Service particulars checked & verified by Cadre Clerks in **Section-III**. ☐
- 0
- 1 **Cadre SPO/APO certifies** and **sign** in **Section-III** ☐
- 1
- 1 Application forwarded to **SPO/HR & TRG** on or before last date of forwarding as per ☐
- 2 timeline

STAGE 4 : FINAL RECEIPT OF APPLICATION BY EQ (PERSONNEL) CADRE SECTION

- 1 Application received by EQ Section. Date of Receipt ☐
- 3
- 1 Application checked and verified by Cadre Dealer in **Section-IV** ☐
- 4
- 1 Mark Eligible/Not Eligible **Eligible/Not Eligible** ☐
- 5
- 1 Application to be put up to **SPO/HR & TRG** for approval for processing the application ☐
- 6

Application No. (To be assigned by EQ Section after receipt of the Application)

Application **Approved / Not Approved** for further processing.

Signature of **Cadre Clerk of EQ Section**

Signature of **SPO/HR & TRG**

ANNEXURE-F**List of Departments & Units**

SN	LIST OF DEPARTMENTS (APPLICABLE)	SN	LIST OF UNITS (APPLICABLE)
1	PERSONNEL	1	NFR HQ
2	GENL. ADMIN	2	NFR CONSTRUCTION
3	STATISTICAL	3	CENTRAL HOSPITAL/MLG
4	CIVIL ENGINEERING	4	RRB GHY

5	COMMERCIAL	5	RCT GHY
6	ELECTRICAL	6	DY CMM/PNO
7	MECHANICAL	7	SR. DSTE/NETWORK/MLG
8	MEDICAL	8	DY CE/BR LINE/MLG
9	OPERATING	9	DY CE/ESTATE/MLG
10	SIGNAL & TELECOMMUNICATION	10	SR. DME/D/NGC
11	STORES	11	STC/PNO
		12	S&T WORKSHOP PNO
		13	APO/GHY