

	भारतीय रेल राष्ट्रीय अकादमी वडोदरा <b>NATIONAL ACADEMY OF INDIAN RAILWAYS, VADODARA</b>	<b>Doc. No. NAIR-PR-PRD-C1</b> Date of issue 23.11.2016 Revision No. 00 Date of Revision 22.11.2016 Page No 1 of 1
	आई.एस.ओ. 9001:2015 अनुसार <b>Quality Manual as per ISO 9001:2015</b>	
	<b>Check List for joining formalities</b>	
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### Check List

Before joining formalities the following documents are to be checked.

#### A. Documents Scrutiny at the time of joining

1. Verification from Railway Board list
2. Photograph
3. Appointment Letter issued to probationers by Railway Board
4. Service Bond – NAIR-PR-PRD-F4
5. No objection certificate regarding past service/ resignation being accepted
6. Date of Birth
7. Educational Qualification
8. Caste
9. Attestation Form
10. Internship Certificate (for IRMS Probationers)
11. Character Certificate (for IRMS Probationers)

#### B. Thereafter for joining formalities the following documents are fulfilled. The following forms are required to be filled by the probationers.

1. Oath taking (NAIR-PR-PRD-F3)
2. Bio-data - 1, 2 (NAIR-PR-PRD-F5 & NAIR-PR-PRD-F6)
3. Declaration about Family (NAIR-PR-PRD-F7)
4. Nomination for DCRG & GIS (NAIR-PR-PRD-F8)
5. Immovable property form (NAIR-PR-PRD-F11)
6. Return to be submitted by the Probationers (NAIR-PR-PRD-F11A)
7. Joining Report (NAIR-PR-PRD-F12)
8. Past experience certificate (NAIR-PR-PRD-F13)
9. Declaration regarding taking Civil Service Examination (NAIR-PR-PRD-F14)

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Dealing Clerk

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Chief OS

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APPM/ PPM