

## **INSTRUCTIONS TO PROBATIONERS WHO ARE REPORTING FOR JOINING AT N.A.I.R**

To complete the joining formalities smoothly and properly the following documents may be kept ready for verification/record.

### **Documents required for joining formalities**

1. Copy of appointment Letter issued to probationers by Railway Board.
2. Notarized Service Bond in Stamp paper of Rs. 100/- .
3. Relieving letter from past service/ resignation acceptance order/ technical resignation acceptance order (if previously working or is joining after technical resignation).
4. Self-attested Date of Birth certificate/10<sup>th</sup> certificate
5. Self-attested 12<sup>th</sup> certificate/Intermediate/+2 Certificate.
6. Self-attested Educational Qualification certificate (Graduation)(including mark sheet) etc. that is the basis for recruitment to the current post.
7. Self-attested Caste certificate.(for SC/ST/OBC those appointed against reservation quota)
8. Attestation Forms (08 copies) provided by Rly.Board
9. Passport size Photographs (08 Nos) of Probationer.
10. Copy of PAN card of the Probationer
11. Copy of Adhar card of the Probationer.
12. Copy of driving license of the Probationer.
13. Bank Account details. (One cancelled Saving Bank A/c cheque for PRAN purpose)
14. Internship Certificate ORIGINAL and one Photo copy (FOR IRMS PROBATIONERS)
15. Character Certificate. (FOR IRMS PROBATIONERS)
16. Additional Notarized Service Bond in Stamp paper of Rs. 100/- for those who are availing EOL

Note: - Original offer of appointment received from Rly. Board and all originals of documents/ certificates listed above should be provided at the time of verification.