

(APPLICATION No. (for office use only))

APPLICATION FORMAT

Name of the post applied for: _____

*Affix recent colour
passport size
photograph*

I. Personal particulars:

1. Name
2. Father/Husband's Name
3. Nationality
4. Marital Status (Married/Unmarried)
5. Gender (Male/Female)
6. Address for communication

7. Contact No. with STD Code
8. E-mail ID
9. Nearest Railway Station & Airport

II. Preliminary details:

1. Date of Birth (DD/MM/YYYY)
2. Age as on cut-off date-
3. Category (General/SC/ST/OBC-NCL)
4. Whether Person with Benchmark disabilities/PwBD (Yes/No)

III. Qualifications :

(Educational qualification starting from SSC/ X with attested photocopies)

Qualification	Month & Year of passing	Board/ University/ Institute	Main Subjects/ Specialization	%age of marks & Grade/Div/ Class/CGPA

IV. Experience details:

1. Total no. of years of Experience in years, months and days as on cut-off date.
2. Last position held from
3. Name of the Organization working with / separated from
4. Type of the Organization (Govt./PSU/Private/JV/MNC/NGO/Academic/Others)
5. Pay Scale (at the time of separation)in case of Govt./ PSU employee
6. CTC in case of others
7. Total post qualification experience (excluding induction training/ teaching period)
8. Fill previous experience details (starting from first job): Enclose relevant supporting documents.

Name of the Organization	Position Held	Pay Scale/ CTC	Duration (from- to)	Nature of duties/ Responsibilities

14. Any other information regarding area of exposure/ experience (In not more than 200 words):

VI. Other details :

1. Professional achievements in 20 words(optional)
2. Date of Separation in case of PSU & Govt. employees
3. No. of days required for joining if offered
4. Language known
5. **Enclosures required- Grade & pay scale structure of the present/last organization (CTC Last drawn).**

Verify all details filled in once again

Declaration:

I hereby declare that I have verified the details indicated above and also confirm that all the information is submitted to the best of my knowledge. At any stage if it is found that any of the above information is incorrect and/or is suppressed, the management of REC PDCL shall have the right to take any action, as deemed fit as per extant rules.

Place :

Date :

(Signature of the applicant)