Annexure- I
APPLICATION FORM

Application for the Post of – Advisor - Secretarial (Please read the instructions carefully before filing the Form)				Affix Passport Size Photo Duly Signed
1	Name in Full:			
2	Date of Birth:		Age as on **01.09.2025**	
3	Address for Correspondence:			
	Pincode :			
	Telephone No:			
	Mobile No.:			
4	Permanent Address:			
5	Telephone No./ Mobile No.:			
6	E-mail Id:			

1. **QUALIFICATIONS (Starting from SSC)**

Sl. No.	Qual.	Branch	University/ Board	Year of Passing
1				
2				
3				
4				
5				
6				

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

2. DETAILS OF EXPERIENCE: (Starting from Present Position)

Sl. No.	Name of the Organization	Designation	From (date)	To (date)	Total experience (years, months, days)	Employer Whether Private/ Govt./PSU
1						
2						
3						
4						
5						

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

3. TOTAL EXPERIENCE:

Total Experience	Years	Months

4. PAY SCALE/GROSS PAY:

Pay Scale:	
Gross Pay Per Month: Rs:	
Gross Pay Per Annum: Rs	
Last Designation Held at the time of Superannuation:	

5.

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**

6.

Have you ever faced any extradition / deportation proceedings? If yes, give details	**YES/NO**

7. JOINING TIME:

How soon can you join if offered appointment	

8. Details of certificates Attached:

a) Proof of Date of Birth (X Std. Certificate) Yes/No
b) Education Qualification Certificates Yes/No
c) Service certificate issued at Superannuation Yes/No
d) Last Salary Slip Yes/No
e) Joining/Release Orders to Indicate Plant Posting Yes/No
f) Any other relevant certificates Yes/No

i. _____

ii. _____

iii. _____

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: _____
Signature of the Candidate

Place:

INSTRUCTIONS

1. Affix passport size photo duly signed.

2. Fill the form in capital letters only.

3. Give true, complete and correct information in the application form. In case the information is found to be false or incorrect, the candidate will not be considered for interview/appointment if made will be cancelled.

4. Enclose attested copies of certificates / documents in support of information given in the application regarding age, work experience.

5. IMPORTANT

   (a) Ensure in your own interest that you fulfill the eligibility criteria.

   (b) In support of experience you are required to attach service certificate, appointment letter, relieving letter, etc.

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