

PRAGATI POWER CORPORATION LIMITED  
(A Govt. of NCT of Delhi Undertaking)  
Advt. No. 2017/1

**Recruitment of professionals on Deputation and Direct Recruitment basis.**


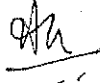
Indraprastha Power Generation Company Ltd. (IPGCL) & Pragati Power Corporation Limited (PPCL) are power generation companies under the Govt. of NCT of Delhi. These are presently having three operational power stations i.e. Gas Turbine Power Station, Pragati Power Station -I and Pragati Power Station-III. PPCL requires dynamic & result oriented executives to join the organization on the following positions.

Sl. No.	Name of the post/Level	Vacancy	Pay Band + Grade Pay* (Rs.)	Method of recruitment
1.	GM(Finance)	01	37400-67000+10000	Deputation
2.	GM(HR)	01	37400-67000+10000	Deputation
3.	DGM(Finance)	01	37400-67000+8900	Deputation
4.	DGM(HR)	01	37400-67000+8900	Deputation
5.	Manager(Legal)	01	19000-39100+7600	Deputation
6	Assistant Company Secretary	01 (UR)	19000-39100+5400	Direct Recruitment

\* Pay scales are due for revision w.e.f. 01.01.2016.

Candidates interested to apply for the above posts, may visit our website [www.ipgcl-ppcl.nic.in](http://www.ipgcl-ppcl.nic.in) OR [www.ipgcl-ppcl.gov.in](http://www.ipgcl-ppcl.gov.in) to view Advt. No. 2017/1 for eligibility and other terms and conditions along with application form. Any amendments in the conditions or any other information will be hoisted on the ~~company's~~ website of the company only and for the same, no further notification will be given in the press.

Last date of receipt of application is 30 days from the date of issue of this advertisement.

①

Advt. No-2017/1

**PRAGATI POWER CORPORATION LIMITED  
(HIMADRI, RPH OFFICE COMPLEX, NEW DELHI-110002)**

Indraprastha Power Generation Company Ltd. (IPGCL) & Pragati Power Corporation Limited (PPCL) are power generation companies under the Govt. of NCT of Delhi. These are presently having three operational power stations i.e. Gas Turbine Power Station, Pragati Power Station -I and Pragati Power station-III. PPCL requires dynamic & result oriented executives to join the organization on the following positions.

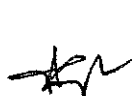
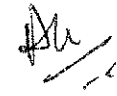
Minimum essential qualification required for the below mentioned posts are indicated in the table:

Sl. No.	Name of the post/Level	Vacancy	Pay Band + Grade pay* (in Rupees)	Method of recruitment
1.	GM(Finance)	01	37400-67000+10000	Deputation
2.	GM(HR)	01	37400-67000+10000	Deputation
3.	DGM(Finance)	01	37400-67000+8900	Deputation
4.	DGM(HR)	01	37400-67000+8900	Deputation
5.	Manager(Legal)	01	19000-39100+7600	Deputation
6	Assistant Company Secretary	01 (UR)	19000-39100+5400	Direct Recruitment

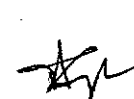

\* pay scales are due for revision w.e.f. 01.01.2016.

**Job Specification**

S. No.	Post	Minimum essential qualification and experience required (for Deputation)
1.	GM(Finance)	<p><b>AGE-</b> Maximum 56 years. (No reservations or age relaxations will be given to any category/ class of applicants)</p> <p>Educational qualification:-</p> <p><b><u>Educational qualification:-</u></b></p> <p>Must possess one of the following qualifications:-</p>


  
 (2)

		<ul style="list-style-type: none"> <li>• Chartered Accountant from the Institute of Chartered Accountant of India.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Cost Management Accountant (ICWA) from the Institute of Cost Accountant of India.</li> </ul> <p><b><u>Experience</u></b></p> <p>Twenty years of post-qualification executive experience in Finance / Accounts, out of which:-</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. in the CDA pay scale of Rs. 37400-67000+10000 (GP) or comparable IDA scale of Rs. 51300-73000/-</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum 02 years in the CDA pay scale of Rs. 37400-67000+9500 (GP) or comparable IDA scale of Rs. 51300-73000/- (in one grade lower than the highest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 02/03 grades)</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 05 years of regular experience in CDA pay scale of Rs. 37400-67000+8900 (GP) or Rs. 37400-67000+8700 (GP) or comparable IDA pay scale of Rs. 51300-73000/- (in lowest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 03 grades.) or comparable IDA pay scale of Rs. 43200-66000/-.</li> </ul>
2.	GM(HR)	<p><b><u>AGE-</u></b> Maximum 56 years. (No reservations or age relaxations will be given to any category/ class of applicants)</p> <p><b><u>Educational qualification:-</u></b></p> <p>Must possess "Graduates with two years full time either Post Graduate Diploma in Management or Post Graduate Program in Management or Post Graduate Degree or MBA (all the post graduate qualification as aforesaid mentioned shall be with specialization in any of the ensuring streams in Human Resource / Industrial Relations / Personnel Management/ Labour Welfare / Labour studies/ Labour Management/ Social Work (HR specialization)/ Labour &amp; Social Welfare/ Organizational Development / Administration/ PM&amp;IR) with minimum 60% marks or</p>


  
 (3)

		<p>equivalent CGPA from an University/ Institute recognized by AICTE/UGC.”</p> <p><b><u>Experience</u></b></p> <p>Twenty years of post-qualification executive experience in HR, out of which:-</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. in the CDA pay scale of Rs. 37400-67000+10000 (GP) or comparable IDA scale of Rs. 51300-73000/-</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum 02 years in the CDA pay scale of Rs. 37400-67000+9500 (GP) or comparable IDA scale of Rs. 51300-73000/- (in one grade lower than the highest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 02/03 grades)</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 05 years of regular experience in CDA pay scale of Rs. 37400-67000+8900 (GP) or Rs. 37400-67000+8700 (GP) or comparable IDA pay scale of Rs. 51300-73000/- (in lowest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 03 grades.) or comparable IDA pay scale of Rs. 43200-66000/-.</li> </ul>
3.	DGM(Finance)	<p><b><u>AGE-</u></b> Maximum 56 years. (No reservations or age relaxations will be given to any category/ class of applicants)</p> <p><b><u>Educational qualification:-</u></b></p> <p>Must possess one of the following qualifications:-</p> <ul style="list-style-type: none"> <li>• Chartered Accountant from the Institute of Chartered Accountant of India.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Cost Management Accountant (ICWA) from the Institute of Cost Accountant of India.</li> </ul> <p><b><u>Experience</u></b></p> <p>Fourteen years of post-qualification executive experience in Finance / Accounts, out of which:-</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. in the CDA pay scale of</li> </ul>

*Handwritten signatures and initials*

		<p>Rs. 37400-67000+8900 (GP) or Rs. 37400-67000+8700 (GP) or comparable IDA scale of Rs. 51300-73000/- (in lowest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 03 grades.) or comparable IDA pay scale of Rs. 43200-66000/-;</p> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 03 years of regular experience in CDA pay scale of Rs. 15600-39100+8300 (GP) or comparable IDA pay scale of Rs. 36600-62000/-;</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 06 years of regular experience in CDA pay scale of Rs. 15600-39100+7600 (GP) or comparable IDA pay scale of Rs. 32900-58000/-;</li> </ul>
4.	DGM(HR)	<p><b>AGE-</b> Maximum 56 years. (No reservations or age relaxations will be given to any category/ class of applicants)</p> <p><b><u>Educational qualification:-</u></b></p> <p>Must possess "Graduates with two years full time either Post Graduate Diploma in Management or Post Graduate Program in Management or Post Graduate Degree or MBA (all the post graduate qualification as aforesaid mentioned shall be with specialization in any of the ensuring streams in Human Resource / Industrial Relations / Personnel Management/ Labour Welfare / Labour studies/ Labour Management/ Social Work (HR specialization)/ Labour &amp; Social Welfare/ Organisational Development / Administration/ PM&amp;IR) with minimum 60% marks or equivalent CGPA from an University/ Institute recognized by AICTE/UGC."</p> <p><b><u>Experience</u></b></p> <p>Fourteen years of post-qualification executive experience in HR, out of which:-</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. in the CDA pay scale of Rs. 37400-67000+8900 (GP) or Rs. 37400-67000+8700 (GP) or comparable IDA scale of Rs. 51300-73000/- (in lowest grade where in PSEs the pay scale of Rs. 51300-73000/- is operative for 03</li> </ul>

*Handwritten signatures*

		<p>grades.) or comparable IDA pay scale of Rs. 43200-66000/-;</p> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 03 years of regular experience in CDA pay scale of Rs. 15600-39100+8300 (GP) or comparable IDA pay scale of Rs. 36600-62000/-;</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 06 years of regular experience in CDA pay scale of Rs. 15600-39100+7600 (GP) or comparable IDA pay scale of Rs. 32900-58000/-;</li> </ul>
5.	Manager(Legal)	<p><b><u>AGE-</u></b> Maximum 56 years. (No reservations or age relaxations will be given to any category/ class of applicants)</p> <p><b><u>Educational qualification:-</u></b></p> <p>Must possess one of the following qualifications:-</p> <ul style="list-style-type: none"> <li>• 03 years full time regular Bachelor degree in law, or 05 years integrated full time Law degree with minimum 55% marks or equivalent CGPA from AICTE / UGC recognized University / Institute.</li> </ul> <p><b><u>Experience</u></b></p> <p>Eight years of post-qualification executive experience in Legal matter, out of which:-</p> <ul style="list-style-type: none"> <li>• Holding analogous post i.e. in the CDA pay scale of Rs. 15600-39100+7600 (GP) or comparable IDA scale of Rs. 32900-58000/-</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 04 years of regular experience in CDA pay scale of Rs. 15600-39100+6600 (GP) or comparable IDA pay scale of Rs. 29100-54500/-</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• A minimum of 08 years of regular experience in CDA pay scale of Rs. 15600-39100+5400 (GP) or comparable IDA pay scale of Rs. 24900-50500/-</li> </ul>
		<p><b>Minimum essential qualification and experience required (for Direct Recruitment)</b></p>

*Handwritten signature/initials*

(6)

6	Assistant Company Secretary	<p><b>AGE-</b> 30 years (maximum as on closing date of advertisement).</p> <p><b><u>Educational Qualifications</u></b></p> <p>Graduate with Membership of Company Secretary from the Institute of Company Secretaries of India.</p> <p><b><u>Experience</u></b></p> <p>Two years post-qualification experience in the related field. The incumbent should be fully conversant with all the aspects of work of the Company Secretary with knowledge of the Company Laws and allied Corporate Laws including Industrial Laws.</p> <p><b><u>Desirable</u></b></p> <p>A Degree in Law/ CA/ ICWA (now CMA) from a recognized &amp; reputed university/ institute.</p>
---	-----------------------------------	--

**Note:**

- The selection process may consist any or all of the following selection methods i.e. written test / GD/ interview or any other methodology as per the rules and decision of the management.
- There will be **no absorption on regular basis**, under any circumstances, of the candidates appointed on deputation basis in the company, as per the BoD approved policy.
- The post of Assistant Company Secretary (ACS) in PPCL is identified as suitable post for Persons With Disability. The PWD sub category eligible to apply is OH-Orthopedically Handicapped (OL-One Leg/OA-One Arm/OAL One Arm & One Leg/BL-Both Leg).
- Candidates from the private sector organization are not eligible to apply for posts for which the method of recruitment is Deputation. However, the candidates from private sector organizations can apply for the posts for which the method of recruitment is Direct Recruitment if eligible otherwise.
- Minimum essential educational qualifications and experience required for each post shall be as indicated above against each post. The experience gathered from the Govt./Govt. PSUs only shall be considered for counting of essential experience required for Deputation posts. In no circumstances the experience gathered from private sector organization will be considered for counting of experience for deputation posts. However, experience gained in private sector organizations will be considered for Direct Recruitment in entry level category 'A' post i.e. Assistant Company Secretary (AM/ET level) in this advertisement.

*[Handwritten signatures]*

- The essential educational and professional qualification shall be strictly as indicated above against each post. In case of any deviation the application will summarily be rejected.
- Wherever CGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated (along with documentary proof from competent authority) in the application as per norms adopted by University/Institute.

**Pay & emoluments:** - the pay emoluments in Direct Recruitment/deputation shall be as per Pay band and Grade pay as applicable from time to time & other benefit which includes DA, HRA, Medical Benefits, Provident Fund, Gratuity, other perks etc. as per extant rules of the company. The pay scales are due for revision w.e.f. 01.01.2016.



**Important conditions:-**

1. Only Indian Nationals are eligible to apply.
2. Before applying, the candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
3. All the qualification must be gathered from UGC recognized University or AICTE approved courses from Autonomous Institutions/Concerned Statutory Council. Wherever percentage of marks is specified in essential qualification, the same shall be considered without rounding off.
4. The candidates employed in government departments/PSUs/Autonomous Bodies must submit No Objection Certificate (NOC) with the application from the employer. In case, the candidate fails to submit the NOC with the application, his/her candidature will not be considered.
5. The candidates for the Direct Recruitment post of ACS (ET / AM level) will only be allowed from private sector.
6. In case of Deputation, attested copies of Annual Appraisal Reports for the last 05 years along-with a Disciplinary/Vigilance clearance certifying that no penalty is imposed against the officer for last 05 years and experience certificate to be submitted with the application form. In case if any penalty is imposed to the applicants in last five years, the candidature of the applicants will not be considered.
7. The tenure and the terms of the conditions of Deputation will be as per the DOPT guidelines and its amendments on time to time basis. However, initially the Deputation period will be 2 (Two) years.
8. In case of Direct recruitment, if the applicant is already working in a State Govt. PSU/Central Govt. PSU/State Govt. Deptt./Central Govt. Deptt./Autonomous Bodies application may / may not be forwarded through proper channel initially. However, NOC along-with disciplinary /vigilance clearance certifying that no penalty is imposed against the officer for last 05 years and experience certificate will be required at the time of interview.

*Handwritten signatures and initials*



9. Application sent through proper channel is to be certified by parent department that the particulars given by the candidates in their application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for.
10. The period for which the service is being rendered as "Trainee" will not be considered for counting of experience. Further, in case of applicants already employed in Govt./PSUs/Autonomous bodies, only the experience gained on regular basis at substantive posts will be considered for eligibility.
11. Application not submitted strictly in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent request /clarification regarding job profile/ experience, mailing address, category etc. at a later date will not be entertained under any circumstances.
12. PPCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. The Management reserves the right to fill or not to fill all or any of the above positions, without assigning any reason whatsoever. Also the vacancies may vary depending upon the requirement.
13. PPCL also reserves the right to cancel/amend the advertisement and/or the selection process there under, without assigning any reason thereof.
14. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Only short listed candidates will be notified for Test/Interviews.
15. Canvassing or bringing influence in any form will disqualify the candidature of the applicants.
16. Candidates applying for more than one post should submit separate application for each post, failing which, the application will be considered only for the first post indicated in the application.
17. Wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.
18. Crucial date of determination of eligibility shall be the closing date prescribed for the receipt of applications.
19. It may please be noted that application received through e-mail or fax shall be summarily rejected. **The envelope containing the application should be super-scribed with the name of the post applied for.**
20. In case of any dispute, the decision of the Management will be final.
21. Legal jurisdiction in case of any dispute arising out of this recruitment shall be with the Courts of Delhi only.
22. The selected candidates for the Direct Recruitment posts shall have to execute the service agreement bond of specified amount as per the PPCL rules. Also, the selected candidates will be on probation for specified rules as per applicable

rules and their regularization shall be subject to successful completion of the probation.



23. Candidates will have to produce the original documents for verification at the time of interview if called for. If any certificate etc. is issued in a language other than Hindi or English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of interview if called for.

**How to apply:**

1. Candidates will be required to apply in the prescribed application format available on the company's website accompanied by one recent passport size photograph, attested copies of certificates in proof of Date of Birth, Educational/ professional qualification and experience, caste, disability etc. with demand draft of requisite fees, if applicable.
2. In case of Direct Recruitment, candidates are required to pay a non-refundable applicable fee of **Rs.500/- in the form of a Demand Draft, drawn in favour of Pragati Power Corporation Limited (PPCL) payable at New Delhi.** Application fee is non-refundable even if the candidature is rejected for any reason. No application fee is required by the candidates belonging to SC/ST/PWD category and internal candidates.
3. Candidates shall write their Name, Date of Birth and Post applied for and contact number on the backside of Demand Draft. **The envelope containing the application should be super-scribed with the name of the post applied for.**
4. In case of any overwriting or tampering of application form, the candidature of the concerned candidate shall be rejected.
5. Duly filled-in application forms, along with the requisite information/ documents, may be sent by Registered/Speed Post only through Proper channel wherever applicable, to the following address, so as to reach latest by the last date of application i.e 30 days from the date of issue of advertisement:-

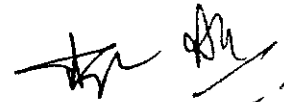
**General Manager(HR), PPCL**  
Old Vigilance Block,  
Rajghat Power House Complex,  
Rajghat, New Delhi-110002

6. However, if the candidate anticipates delay in forwarding of his/her application from parent department, he/she may send an advance copy of application to PPCL to the above mentioned address for information. However, candidate may ensure the timely forwarding of his/her application from the employer, latest within 07 (seven) days after the closing date of the advertisement, and his/her eligibility for candidature will not be considered based on his/her advance copy of application only.

7. PPCL will not be responsible for any postal delay or loss/ non-delivery thereof. No correspondence in this regard will be entertained.
8. Furnishing of wrong/false/in complete information in the application form will lead to disqualification the candidate and PPCL will not be responsible for any of the consequence of furnishing such wrong/false/incomplete information.
9. If at any stage during the recruitment and selection process and thereafter, it is found that the candidate has furnished wrong/false/incomplete information, his/her candidature will be rejected any other action as deemed fit, may be taken against him/her. If any of these shortcomings are detected even after appointment, his/her services will be summarily terminated.
10. Candidate should possess a valid e-mail id and it is advised to keep the e-mail id active for at-least one year. No change in the e-mail id will be allowed.
11. The communication to the candidates will be done through e-mail.
12. The applicants are advised to check the website [www.ipgcl-ppcl.nic.in](http://www.ipgcl-ppcl.nic.in) OR [www.ipgcl-ppcl.gov.in](http://www.ipgcl-ppcl.gov.in) periodically for important updates.

Candidates fulfilling the criteria laid down should send their application to **General Manager(HR), PPCL**, Old Vigilance Block, Rajghat Power House Complex, Rajghat, New Delhi-110002, on the prescribed Performa, which can be downloaded from the website of the company, accompanied by one recent passport size photograph, attested copies of certificates in proof of Date of Birth, Educational/ professional qualification and experience, caste, disability etc with **demand draft of Rs.500/-** in favour of **Pragati Power Corporation Limited (PPCL)** payable at **New Delhi**. **Last date** for submission of application is the **date from 30 days** from the date of issue of advertisement. Applications received after the last date or otherwise found incomplete will not be entertained. Applications will be received by the Registered/Speed Post only and no other means will be accepted. PPCL or its employees will not be responsible for any delay of application.







14. Academic and Professional Qualification:

Details of academic and professional qualification (Matriculation onwards) also mention details of statutory qualification, if any required for the post.

Examination/ Degree Passed	School/ College/ Institution	Name of Board /University	Year of Joining Year of leaving/passing	Full time /Part time	Division	% of Marks obtained	Course/D egree/rec ognized

**Note:**

1. Please specify **actual certificate/degree** obtained from the recognized Institute / University.
2. Copy of **attested** all degrees alongwith semester/ year wise mark sheets to be enclosed.

15. Main subjects studied/branch/specialization in:

Graduation	Post-Graduation(with specialization)

16. Proficiency in languages:

Languages Known	Speak	Read	Write

17. Total post Qualification experience in required filed

Years	Months

*[Handwritten signatures and a circled number 14]*

18. Details of experience starting from present. Please give details of different positions held in each organization with dates

Employers name & address	Period of employment		Duration		Designation & scale of pay	Basic Pay	Total emoluments per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	month					

**Note:**

Copy of attested certificates and proper proof of experience in respect of details of experience are to be enclosed. (Add : Extra sheet separately, if required)

19. Present employment status (as on date of submission of application): Please indicate details as under:

- (i) Name of the organization;
- (ii) Sector (Central/state/UT Govt/PSUs/Autonomous Bodies/Others-[Please specify]);
- (iii) Position/status in the hierarchical structure of the organization along with respective grades and pay scales.

20. Details of salary being drawn in the present post.

Scale of pay	Date of entry in the scale	Basic pay	Special pay, Grade pay if any	DA/ADA/VDA	Total	Date of next increment

**Note:** Copy of attested latest pay slip/salary slip to be enclosed. Proof of Pay Scales if not mentioned in the salary slip, is to be enclosed.

*[Handwritten signatures]*

21. Details of Bonus/Performance Linked payment and other benefits drawn in the present post.

Yearly Bonus/PRP /Incentive	Site/Project /Constructi on allowance	HRA/ accommodati on (Self lease /company lease/compa ny)	Pension/PF contribution details	Medical benefit	Long term loans (i) HBA (ii) Conveyance (iii) Others	Leave admissible	Other perks (e.g. free house, Electricity, water, conveyance allowance, LTA etc.

**Note:-** Copy of attested latest pay slip/salary slip to be enclosed.

22. Name & address of two persons other than relatives to whom we may write for reference with contact number & email ID (if any):

1.	2.

23. Family Details:

Name	Relationship	Age	Qualification	Occupational details	
				Post held	Name of Organization

24. Any other relevant details/information not covered above that you may wish to furnish:

*[Handwritten signature]*



25. Have you ever been arrested in criminal case or convicted, fined or imprisoned for violation of any law excluding minor traffic violation or is any disciplinary/vigilance case pending/ ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other Educational Authority from appearing in its examination?

Yes (with details)/No :- \_\_\_\_\_  
\_\_\_\_\_

26. I Certify that all the information given above are true to the best of my knowledge and belief.

Name

Date

Signature

27. It is certified that Mr./Ms. \_\_\_\_\_ S/D/W/of Sh.

\_\_\_\_\_ is a regular employee of \_\_\_\_\_  
\_\_\_\_\_ (Deptt./Organization). It is also

certified that all the information given above by the applicant has been verified from his service records and are true to the best of my knowledge and belief. Further, no Disciplinary/Vigilance cases are pending against him /her as on date and no penalty has been imposed upon him / her in the last 05 years. Experience certificate and attested Annual Appraisal reports for the last 05 years of the concerned officer are enclosed separately. Our organizations have no objection in his joining to your organization.

Name

Date

Signature  
Head of the deptt.  
(With Stamp)



For Office use (PPCL) only						
Date of Birth verified and copy received	Degree checked & copy received	Experience certificate checked & copy received	No objection certificate received (if any)	Photographs Received	Latest salary slip, checked and copy received	SC/ST/OBC/PWD certificate checked any copy received

Remarks (For Office use (PPCL) only):

Date of interview & Place	Name & Signature of Verifying Official
---------------------------	--

*Handwritten signature*





14. Academic and Professional Qualification:

Details of academic and professional qualification (Matriculation onwards) also mention details of statutory qualification, if any required for the post.

Examination/ Degree Passed	School/ College/ Institution	Name of Board /University	Year of Joining Year of leaving/passing	Full time /Part time	Division	% of Marks obtained	Course/D egree/rec ognized

**Note:**

1. Please specify **actual certificate/degree** obtained from the recognized Institute /University.
2. Copy of **attested** all degrees alongwith semester/ year wise mark sheets to be enclosed.

15. Main subjects studied/branch/specialization in:

Graduation	Post-Graduation(with specialization)

16. Details of Vocational Training, Research work publication etc.

Dates	Particulars

17. Proficiency in languages:

Languages Known	Speak	Read	Write

18. Total post Qualification experience in required filed

Years	Months

*[Handwritten signature]*

19. Details of experience starting from present. Please give details of different positions held in each organization with dates

Employers name & address	Period of employment		Duration		Designation & scale of pay	Basic Pay	Total emoluments per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	month					

**Note:**

Copy of attested certificates and proper proof of experience in respect of details of experience are to be enclosed. (Add : Extra sheet separately, if required)

20. Present employment status (as on date of submission of application):

(a) If unemployed, indicate the date from which unemployed:

(b) If employed, please indicate details as under:

(i) Name of the organization;

(ii) Sector (Central/state/UT Govt/PSUs/Autonomous Bodies/Others-[Please specify]):

(iii) Position/status in the hierarchical structure of the organization along with respective grades and pay scales.

21. Details of salary being drawn in the present post.

Scale of pay	Date of entry in the scale	Basic pay	Special pay, Grade pay if any	DA/ADA/V DA	Total	Date of next increment

**Note:** Copy of attested latest pay slip/salary slip to be enclosed. Proof of Pay Scales if not mentioned in the salary slip, is to be enclosed.

22. Details of Bonus/Performance Linked payment and other benefits drawn in the present post.

*[Handwritten signature]*

22

Yearly Bonus/PRP /Incentive	Site/Project /Constructi on allowance	HRA/ accommodati on (Self lease /company lease/compa ny)	Pension/PF contribution details	Medical benefit	Long term loans i. HBA ii. Conveyance iii. Others	Leave admissible	Other perks (e.g. free house, Electricity, water, conveyance allowance, LTA etc.

**Note:** Copy of attested latest pay slip/salary slip to be enclosed.

23. Extra- Curricular Activities:

--

24. Name & address of two persons other than relatives to whom we may write for reference with contract number & email ID (if any):

1.	2.

25. Family Details:

Name	Relationship	Age	Qualification	Occupational details	
				Post held	Name of Organization

*[Handwritten signature]*

26. Any other relevant details/information not covered above that you may wish to furnish:

27. Have you ever been arrested in criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/vigilance case pending/ ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other Educational Authority from appearing in its examination?

Yes (with details)/No :- \_\_\_\_\_  
\_\_\_\_\_

28. I Certify that all the information given above are true to the best of my knowledge and belief.

Name

Date

Signature

**(Only for applicants working in State Govt. PSU/Central Govt. PSU/State Govt. Deptt./Central Govt. Deptt./Autonomous Bodies)**

29. It is certified that Mr./Ms. \_\_\_\_\_ S/D/W/of Sh. \_\_\_\_\_ is a regular employee of \_\_\_\_\_

\_\_\_\_\_ (Deptt./Organization). It is also certified that all the information given above by the applicant has been verified from his service records and are true to the best of my knowledge and belief. Further, no Disciplinary/Vigilance cases are pending against him /her as on date and no penalty has been imposed upon him / her in the last 05 years. Experience certificate and attested Annual Appraisal reports for the last 05 years of the concerned officer are enclosed separately. Our organization has no objection in his joining to your organization.

Name

Date

Signature  
Head of the deptt.  
(With Stamp)

*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten number 24]*



For Office use (PPCL) only						
Date of Birth verified and copy received	Degree checked & copy received	Experience certificate checked & copy received	No objection certificate received (if any)	Photographs Received	Latest salary slip, checked and copy received	SC/ST/OBC/PWD certificate checked any copy received

Remarks (For Office use (PPCL) only):

Date of interview & Place	Name & Signature of Verifying Official
---------------------------	--

*[Handwritten signature]*