

421



ANNEXURE-I

**INDRAPRASTHA POWER GENERATION COMPANY LTD.**

(Regd. office: Himadri, RPH Office Complex, New Delhi-110002)  
(A Govt. of NCT of Delhi Undertaking)

Paste recent  
passport size  
self attested  
colour  
photograph

**Bio-data cum Application form for the Post of Company  
Secretary on Direct Recruitment basis.**

(Write in Capital Letter for point no. 1-8)

1. Name (Mr./Ms./Mrs.) :
  2. Date of Birth:  
(DD/MM/YY & in words)
  3. Father's /Husband's Name: Mr.
  4. Nationality:
  5. Whether belong to SC/ST category\*:  
(in case, the applicant is claiming application fee waiver on the account of belonging to SC/ST category, a copy of caste certificate must be enclosed)
  6. Mailing Address:
  7. Permanent Address:
  8. Mobile no.:
  9. E-Mail I.D.:
  10. (a) Are you related to any of the Directors of IPGCL /PPCL?  
Yes/No
  - (b) Are you/your relative(s) employed in IPGCL /PPCL?  
Yes/No
- If yes, give details:

Name	Post, Place of posting	Employee No.	Relationship with employee

*Handwritten signature*



430

11. Academic and Professional Qualification:

Details of academic and professional qualifications (10<sup>th</sup> onwards)

Examination/ Degree Passed	School/ College/ Institution	Name of Board /University	Date of Passing	Full time /Part time	Division	% of Marks obtained

**Note:**

- Self attested copies of degrees and mark sheets to be enclosed.
- Course percentage (%) should not be rounded off.

12. Proficiency in languages:

Languages Known	Speak	Read	Write

13. Total Post Qualification Experience:

Years Months

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

Employers name & Sector	Period of employment		Duration		Designation & scale of pay/pay matrix level	Total emoluments per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	Month				

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

15. Present employment status (as on date of submission of application):  
 Please indicate details as under:  
 (a) Name of organization:  
 (b) Sector (Central/State/UT Govt./PSUs/Autonomous Bodies/Others-  
 (Please specify)):  
 (c) Position status in the hierarchical structure of the organization along  
 with respective grades and pay scales:

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

- 1.
- 2.

17. 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 initiated or any penalty  
 is/was imposed against you in your company or have you been  
 barred/disqualified by a Public Service Commission/University or any  
 other Educational Authority from appearing in its examination?  
 Yes / No (if yes give details)

18. Any other relevant details/information not covered above that you may  
 wish to furnish:  
 If yes provide details:

19. I Certify that all the information given above are true to the best of my  
 knowledge and belief. I also certify that I fulfill the eligibility criteria for  
 applying to the post.

Signature:

Name:

Date :

Place :