

**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.) : Mr. XYZ
2. Date of Birth: 09/11/1979
(DD/MM/YY & in words) (NINTH NOVEMBER NINETEEN SEVENTYNINE)
3. Father's /Husband's Name: Mr. IJK
4. Nationality: INDIAN
5. Whether belong to SC/ST category*: YES
(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: H.No. 000, QRS NAGAR, NEW DELHI-110000.
7. Permanent Address: AS ABOVE
8. Mobile no.: 1234567890
9. E-Mail I.D.: ABC@GMAIL.COM
- 10.(a) Are you related to any of the Directors of IPGCL /PPCL? : Yes/No
: NO
- (b) Are you /your relative(s) employed in IPGCL /PPCL?
Yes/No : NO

If yes, give details:

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

11. Academic and Professional Qualification:

Details of academic and professional qualifications (10th onwards)

Examination/ Degree Passed	School/ College/ Institution	Name of Board /University	Date of Passing	Full time /Part time	Division	% of Marks obtained
Graduation	DEF	Delhi University	15-11-2000	Full Time	1 st	68
Company Secretary	-	Institute of Company Secretaries of India	12-10-2003	Full Time	1 st	64

Note:

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

12. Proficiency in languages:

Languages Known	Speak	Read	Write
ENGLISH	YES	YES	YES
HINDI	YES	YES	YES

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 emolument s per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	Month				
ABC LTD.	1.11.05	01.09.23	17	10	Company Secretary	15 Lakhs	All the aspects of work of CS	

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:
- Name of organization; ABC Ltd.
 - Sector (Central/State/UT Govt./PSUs/Autonomous Bodies/Others- (Please specify)): Private Sector
 - 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):

- Mr. RST, 4254767890, XYZ@YAHOO.COM
- Mr. UVW, 4254767890, PQR@GMAIL.COM

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)

NO

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

NO

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.

-Sd-

Signature:

Name: XYZ

Date : 01.09.2023

Place : DELHI