

# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVT.OF WEST BENGAL ENTERPRISE)



**EMPLOYEE SERVICES& E. R.-II CELL**  
**8<sup>TH</sup> FLOOR, 'C' BLOCK**  
**VIDYUT BHAWAN : KOLKATA-700091**

## **2<sup>nd</sup> PHASE APPOINTMENT FOR THE POST OF SAE (ELECTRICAL)**

**REF: NOTIFICATION NO. MPP/2017/03**

Appointment order in favour of enlisted candidates have been issued and sent by Speed Post & Email. Candidates are advised to report on **16.04.2018** at **Vidyut Bhawan, Seminar Hall-I, 7<sup>th</sup> Floor, 'D' Block, Bidhaanagar, Kolkata-91** at **10:30 A.M.**

*Candidates are advised to bring the following documents in original and one set of self attested photocopies positively:*

1. Admit Card of Secondary Level Examination as age proof.
2. All Mark sheets and Certificates
3. Caste Certificate (if applicable)
4. Service Bond and Agreement (Proforma enclosed) in non judicial stamp paper of Rs.100/- each
5. Release Order of previous employer (if applicable).
6. Family Declaration & Nationality Declaration (Proforma enclosed).
7. Police Verification Roll ( in duplicate)- Proforma Enclosed.
8. Personal Information for ERP Module (Proforma Enclosed).
9. PF Declaration Form (Proforma enclosed).
- 10.Data Collection Format for SAP HR Module (Proforma enclosed).

The candidates may download the formats from the website and submit the same at the time of joining positively.

**List & Proforma follows:**

SL NO	REGISTRATION NO	NAME OF CANDIDATE
1	17121112	AMIT KUMAR
2	17102617	SONU KUMAR
3	17112680	RAHUL KUMAR
4	17104392	SUBHASISH DAS
5	17110055	SURAJ KUMAR JHA
6	17109308	PRAFUL KUMAR SINGH
7	17111309	SURAJ KUMAR
8	17106815	VIKRAM KUMAR
9	17103024	AVIJIT KR PAUL
10	17120615	ANKAN DAS
11	17112342	ARPAN ROY
12	17102074	SHANTANU MANIK
13	17121515	JYOTI KUMARI
14	17120044	PREETI KUMARI
15	17113398	KARTICK MANNA
16	17115091	RAHUL KUMAR SAHU
17	17101363	SWARAJ KUMAR SHIT
18	17115205	ENZAMAM UL HAQUE
19	17103455	ABHISEK MANDAL
20	17111647	INDRAJIT SARKAR
21	17105464	AMIT MODAK
22	17112564	SOURAV SAHA
23	17100141	PRANABANANDA MUDI
24	17100140	HIDAY TULLA ANSARY
25	17102963	TAPAS KARMAKAR
26	17101127	ASHISH MONDAL
27	17114919	SAYANTAN GHOSH
28	17104249	SURESH KAR
29	17112168	KRISHNA MANDAL
30	17109476	SURAJ ROY
31	17101461	DHARMENDRA BIND
32	17104550	SHIRSHENDU BISWAS
33	17119813	RAHUL KARMAKAR
34	17101364	GANESH DOLAI
35	17100736	GOURANGA DAS
36	17104443	NILADRI SARKAR
37	17121982	ANJAN MAHATA
38	17101675	DIPU MAHATA
39	17115844	SUMAN MONDAL
40	17107252	PRAVEEN KUMAR SHARMA
41	17111224	PRATIK DAS
42	17108627	JAGADISH CHANDRA BARMAN
43	17114262	SUKAMAL KUMAR PATRA
44	17111551	SUDIP KHARA
45	17105201	PALLAB DAS
46	17100259	UJJWAL SINGHA
47	17100077	SAMIRAN ROY
48	17108369	SANDIP SARKAR
49	17114693	SUPRIYA HAZRA
50	17110702	ADRI META
51	17119209	SK YASIN ALI
52	17106604	NAWAZISH ALI
53	17100437	APARAJITA BISWAS
54	17101064	BISWAJIT MANDAL
55	17100142	SOUMITRA MALAKAR
56	17114740	RAKTIM DAS
57	17102289	SARWAR RAZA
58	17104402	WASIM REJA
59	17108387	BISWAJIT ROY
60	17111395	NARAYAN SARKAR
61	17111549	SK HABIBUL RAHAMAN
62	17100438	TANMAY SAMADDER
63	17101488	SUVRAJIT BISWAS
64	17105424	ARINDRA RAJBANSHI
65	17110301	MD WASIM REJA
66	17104243	SOUBHIK DAS
67	17110179	BABLU MAITY
68	17103072	KAMALESH ADHIKARI
69	17105016	ASHFAQUE AHMED
70	17103650	NAYAN BISWAS
71	17108829	AINAL KABIR
72	17114718	JOYDIP SAHA
73	17105860	SOYEL MOLICK
74	17111231	KHAGENDRA DAS
75	17114465	RAMEN MAHATA
76	37100014	KUNTAL MODAK
77	17109102	ARIF MAHAMMAD BISWAS
78	17106794	SK RAHAMATULLA

26/3/18

**LIST(2<sup>nd</sup> PHASE) OF SAE (ELECTRICAL) APPOINTED VIDE**  
**O.O.NO.ES&ER-II/Appointment/SAE(E)/2017-03/249 Dated 26.03.2018**

SL NO	REGISTRATION NO	NAME OF CANDIDATE
79	17116657	SK KAMRUL ISLAM
80	17104738	ALI AHAMMED
81	17107657	SAHARBANU
82	17119917	TARUN ORAON
83	17110932	SK RAJESH ALI
84	17115156	PRASHANT SUBBA
85	17112900	MIRAJ HOSSAIN
86	17110445	SAMIN MONDAL
87	17103594	SANGRAM KORA
88	17107645	MUCHHA MONDAL
89	17109612	FAISAL JAMAL
90	17112582	ABHIJIT SAREN
91	17101168	AVIJIT MANDAL
92	17122461	MOUSAM DUNG DUNG
93	17106596	RANAJIT BARUA
94	37100003	PRABIR MAITY
95	17120179	MONOJ KUMAR SARDAR
96	37100002	SOUMITRA PARUA
97	17108744	RATAN GOUR
98	17115307	PEMA DOMA TAMANG
99	17112535	ABHINABA SAMADDER
100	17105954	AASETOSH KUMAR VERMA
101	17101283	SANTANU DAS
102	17110144	BIKRAM MUDI
103	17110263	MAYENGBAM JITEN SINGH
104	17118343	DILIP KUMAR RAY
105	17111648	RAJIB LOCHAN DALAL
106	17121075	JOYCHAND GARAI
107	17103349	SOMEN DAS
108	17122509	HIRANMOY DAS
109	17114448	DIPAK SAHA
110	37100015	SUDIP KUMAR MAITY
111	37100005	GOPINATH MONDAL
112	37100025	SOURAV MONDAL

*(Signature)*  
26/3/18

SERVICE BOND

KNOW ALL MEN by these presents that I.....  
..... Son/Daughter of  
.....residing at  
.....shall hereby  
be held and firmly bound unto The West Bengal State Electricity Distribution  
Company Limited having Registered Office at Vidyut Bhavan, Bidhannagar,  
Block-DJ, Kolkata-700 091 in the sum of Rs. 1,00,000/- (Rupees One Lakh only) of  
lawful good money to be paid to the West Bengal State Electricity Distribution  
Company Limited or their successors and assignee for which payment is to be  
truly and faithfully made we bind ourselves and also our respective heirs,  
executors, administrators and representatives.

Signed this.....day of..... 201...

WHEREAS the above named Company had appointed Shri/Smt.....  
the post of..... by a contract of Employment vide Office Order  
No. .... dated.....AND

WHEREAS, as per said contract dated.....it was stipulated that  
appointee will have to execute a bond to serve the above named Company for  
at least three years after completion of period of probation and on absorption at  
any unit(s) of the Company.

NOW THESE CONDITIONS of the above written Bond is such that if  
the said employee while in employment whether in the original or in any  
promotion or transferred post under the said Company shall duly faithfully  
devoted to and execute, perform and discharge all the duties of his/ her office  
without causing any injury, loss of damage by reason of any act, default,  
negligence or error in judgement to the employer and shall serve above named  
Company for a period of at least complete three years after probation and all  
times hereafter indemnify and keep indemnified the said Company against all  
loss, damage, costs, charges and expenses by reasons of any act, default,  
misconduct, negligence, error in judgement, breach of duty, embezzlement and  
mismanagement on the part of the said appointee, then and in such event the  
above CONTRACT OF EMPLOYMENT shall stand void and cancelled and be of no  
effects, otherwise the same shall remain in full force.

1. Full Signature of the appointee:
2. Full Signature of Surety and full address:

In presence of

Witness:

Signature:

Name :

Designation :

Full Address :

( With Seal of the Gazetted Officer)

## AGREEMENT

THIS AGREEMENT is made on ..... day of ..... Two Thousand and Eighteen  
BETWEEN The West Bengal State Electricity Distribution Company Limited having its registered office at  
VidyutBhavan, Bidhannagar, Block-DJ, Kolkata-91 (hereinafter referred to as 'The Employer') of the FIRST  
PART AND Shri/Smt. .... Son/Daughter of  
..... aged about ..... years having permanent  
address at ..... (herein after referred to as

'the Appointee') of the SECOND PART :

WHEREAS on the basis of an application and the subsequent interview on ..... the  
Company has decided to appoint Shri/Smt. .... through Order no.  
..... dated: ..... under WBSEDCL in regular Band Pay & Grade Pay  
with initial period of probation of Twelve months, which is extendable by assessing spell of six months and  
on successful completion of probation, absorb him/her in the Company's service on the following terms &  
conditions :

**NOW THIS AGREEMENT WITNESSES and the parties here to hereby agree as follows:-**

1. The period of probation shall be for a period of 12 months to 18 months unless this agreement is determined and hereafter provided. The place of posting may be at any unit of the Company existing or future or at any part of **State of West Bengal**.
2. That the Employer will pay the Appointee so long as he/she shall remain in the Company, as per prevailing rules in force.
3. That the Appointee will submit himself/herself to the order of the Employer and of the Officer and Authorities underwhom he/she may from time to time be placed by the Employer and will at all times obey the rules lawfully prescribed for the time being by the Employer regarding the duties to be performed by the appointee.
4. That the Appointee will employ himself/herself efficiently and diligently and to the best of his/her ability and devote his/her whole time to the duties of the service and will not engage, directly or indirectly, in any trade, business, occupation or streams of study on his/her own account without getting prior permission from the Employer.
5. The Appointee shall not, at any time, during the continuance of his/her probation or service with the employer as aforesaid or even after the determination thereof, except by the direction of the Employer, divulge or disclose any matters of the Company and/or its business and/or other affairs and/or other secrets regarding processes, records, formulae, specifications, technical and other know-how which in the option of the Company, are deemed to be kept confidential and which may be confined to him/her or become known to him/her as such or otherwise in the course of his/her employment with the Company to any other individual/company/body corporate.
6. That in the interest of organization, the Appointee may be transferred to any job to any of the units, Power Stations of the Employer/or allied concerned of the Employer/any part of the State of West Bengal.
7. That if the Appointee is found at any time guilty of gross misconduct or persistent unpunctuality or neglect of his/her duties, the Employer may determine his/her tenure of service during probation under this Agreement without notice or with one Month's Pay+GP+DA in lieu thereof.
8. That if the Appointee leaves the Company during the period of tenure with the Company or does not serve the Company, notice as required under Clause 9 hereinafter, the Appointee shall be liable to refund an amount of Rupees 1,00,000/- (One Lakh only) being the cost of training and other incidental charges with the Company.

9. That besides clause 8 herein before the Appointee agree and binds himself/herself to serve the Company at any of the units and at such place as the Company may determine from time to time for a minimum period of four years from the date of his/her appointment, in supersession of any provision for a minimum period of service made in any instrument, agreement or writing previously executed provided, however, nothing herein contained shall prejudice or affect the right of the Company in respect of any money due to the Company under or by virtue of the said agreement. The Appointee also specifically undertakes not to take up employment directly or indirectly in any other Firm/Company engaged in the same or similar product for a period of 4(four) years from the date of his/her joining duties in the Company or 2(two) years from the date of leaving the Company whichever is longer.
10. That subject to satisfactory performance and conduct throughout the period of probation, the Employer may, after the completion of period of probation confirm the Appointee as ..... in the Band Pay of Rs. .... and Grade Pay Rs. .... and if selected, it shall remain obligatory and binding on the part of the Appointee to serve in the organization for at least 3(three) years on completion of the period of probation.
11. Should the Appointee commit any breach of this agreement or leave the service of the Company for any reason whatsoever or the Company terminates his/her services before the expiry of the said period of 3(three) years from the date of his/her completion of probation for disobedience, insubordination on misconduct or any kind or any such reason, he/she shall pay to Company the sum of Rs. 1,00,000/-(One lakh only) as mentioned in Clause 8 hereof by way of liquidated damages representing expenses incurred by the Company during the period of his/her training. The Appointee shall also execute a service Bond in respect of Clauses 9, 10 & 11 of this agreement.
12. That subject to Clause 9, 10 & 11 above the tenure of the employment is determinable from either side by giving one month's notice in case of probation and three months' notice in case of permanent employee of the Company or Pay, Grade Pay & D.A. in lieu thereof as per service rules of the Company.
13. That in respect of any other matter not provided for in the Agreement, the Appointee shall be governed by convention, Rules, Circulars, Orders, Letters of Appointment & Regulations of the Company in force or may be in force from time to time.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day and the year first above written.

( Full signature of witness )

Address:.....

.....

.....

.....

( Signature of the Employer )

( Signature of the Appointee )

## FORM - I

(To be used where the year, month and date of birth are known)

1. I, Shri / Smt. / Miss. \_\_\_\_\_  
having been selected for appointment in Board Service, do hereby declare that I was  
born at \_\_\_\_\_  
(birth place) on \_\_\_\_\_ (date, month & year)  
I also annex herewith the following documents in original in support of the statement:
2. I do further declare that the year, month and date of birth as recorded herein are  
binding on me and I shall not ask for any modification thereof at any subsequent date.

Place : Kolkata

Date : \_\_\_\_\_

\_\_\_\_\_  
( Signature )

3. Order of the Appointing Authority.

## FORM - II

(To be - used where only the year and month or only the year of birth are or is known)

1. I, Shri / Smt. / Miss. \_\_\_\_\_ having  
been selected for appointment in Board Service, do hereby declare that I was born at  
\_\_\_\_\_  
( birth place) in \_\_\_\_\_ (year / in \_\_\_\_\_ month) of  
\_\_\_\_\_ (year). I also annex herewith the following documents in original  
in support of the statement.
2. I do also declare that the month and date of birth / date of birth are / is not known to  
me, the reasons where of are briefly stated below:-
3. I do further declare that the year / year and month of birth as declared herein is/are  
binding on me and I shall not ask for any modification thereof at any subsequent date.

Place : Kolkata

Date : \_\_\_\_\_

\_\_\_\_\_  
( Signature )

4. Order of the Appointing Authority.

N.B. Portion are applicable in this form shall be scored under the signature of the applicant

- A school leaving certificate with specific mention of age therein / certificate from the Registrar of birth for those who are not matriculate / Certificate of matriculation / School Final Examination or its equivalent (for those who have passed Matriculation / School Final Examination or its equivalent) will only be acceptable as an adequate document for this purpose.

FORM OF DECLARATION OF NATIONALITY

I  
A. I do hereby declare that I am a Citizen of the Indian Republic and my present residence is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Or

B. I do hereby declare that I am a migrant and I have registered my name as Indian Citizen under Section 5(1) (a) of the Citizenship Act, 1955 and the certificate of Registration in Original / attested copy is furnished herewith.

II I also hereby declare that I am / am not a member of the Scheduled Caste / Tribe.

\_\_\_\_\_  
( Signature of Declarant )

N.B. Delete Sub-Para A or B, not applicable under Para-I strike out words, not applicable in Para II.

### INFORMATION ON FAMILY BACKGROUND

1. a) Name of father :  
b) Educational Qualification of Father : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of father: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of father from all sources: `-----
2. a) Name of mother :  
b) Educational Qualification of mother : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of mother: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of mother from all sources: `-----
3. Monthly Income of family from all sources  
including agriculture, house rent, interest from deposit, etc.: `-----
4. Are you residing with your parents : Yes / No.
5. Number of unmarried brothers/sisters: -----
6. How many of your unmarried brothers/sisters have independent income: -----
7. Marital status of the appointee: Married/Unmarried  
**If married:**  
a) Educational Qualification of spouse: Non-Matriculate/Matriculate/Graduate/Post Graduate  
b) Occupation of spouse: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
c) Monthly income of spouse from all sources: `-----

\_\_\_\_\_  
(Full name of the appointee)

\_\_\_\_\_  
(Signature of the appointee with date)

# West Bengal State Electricity Distribution Company Limited

## Personal Information to be gathered for new appointees for ERP Module

Name of the appointee (in Block Letter) :

Designation on initial joining in service :

Initial Date of Joining :

Reference of Appointment Order No :  
Date:

Date of Birth of the appointee :

Nationality :

Name of father with date of birth :

Name of mother with date of birth :

### Permanent Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

### Present Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

Sex :

Caste : SC/ST/OBC (A)/OBC (B)/Gen

Religion :

Weight :

Height :

Identification Marks :

Physique:

Physically Handicapped  
Permanent Incapacitated

☐  
☐

Low Medical Category

☐

Blood Group :

Driving License : Y

☐

N

☐

Aadhar Card No:

Email i.d.:

Write

Y/N

Y/N

Y/N

Y/N

Y/N

[illegible]

INFORMATION ON FAMILY BACKGROUND

1. a) Name of father : \_\_\_\_\_  
b) Educational Qualification of Father : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of father: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of father from all sources: `-----
2. a) Name of mother : \_\_\_\_\_  
b) Educational Qualification of mother : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of mother: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of mother from all sources: `-----
3. Monthly Income of family from all sources  
including agriculture, house rent, interest from deposit, etc.: `-----
4. Are you residing with your parents : Yes / No.
5. Number of unmarried brothers/sisters: -----
6. How many of your unmarried brothers/sisters have independent income: -----
7. Marital status of the appointee: Married/Unmarried/Divorcee/Widow/Widower  
If married:
  - a) Date of Marriage : \_\_\_\_\_
  - b) Name of Spouse: \_\_\_\_\_
  - c) Date of birth of spouse : \_\_\_\_\_
  - d) Educational Qualification of spouse: Non-Matriculate/Matriculate/Graduate/Post Graduate
  - d) Occupation of spouse: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt)/PSU/Private Sector/Self Employed/Other(Specify)-----
  - e) Monthly income of spouse from all sources: `-----
  - f) Number of children \_\_\_\_\_  
Name and date of birth of 1<sup>st</sup> child \_\_\_\_\_  
Name and date of birth of 2<sup>nd</sup> Child \_\_\_\_\_

\_\_\_\_\_  
(Full name of the appointee)

\_\_\_\_\_  
(Signature of the appointee with date)



**A. PREVIOUS EMPLOYMENT DETAILS**

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN

--	--	--	--	--	--	--	--	--	--	--	--

OR

PREVIOUS PF MEMBER ID

REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: \_\_\_\_\_  
(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: \_\_\_\_\_**B. OTHER DETAILS**13) INTERNATIONAL WORKER  
(PLEASE TICK)

YES	NO

**IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):**

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)

13(B) PASSPORT NUMBER \_\_\_\_\_

13(C) PASSPORT VALID FROM

D	D	M	M	Y	Y	Y	Y

To

D	D	M	M	Y	Y	Y	Y

14) EDUCATIONAL QUALIFICATION  
(PLEASE TICK)

ILLITERATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL

15) MARITAL STATUS  
(PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE

16) SPECIALLY ABLED  
(PLEASE TICK)

YES	NO

IF YES, TICK THE CATEGORY		
LOCOMOTIVE	VISUAL	HEARING

## 17) KYC DETAILS

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			
NPR/AADHAAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			Expiry Date
DRIVING LICENCE			Expiry Date
ELECTION CARD			
RATION CARD			
ESIC CARD			

**\* Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.**

**C. UNDERTAKING:**

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
- (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
- (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE:

PLACE:

SIGNATURE OF MEMBER

**DECLARATION BY PRESENT EMPLOYER**

- A. THE MEMBER Mr./Ms./Mrs. .... HAS JOINED ON ..... AND HAS BEEN ALLOTTED PF MEMBER ID .....
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- (POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS .....
  - PLEASE TICK THE APPROPRIATE OPTION:  
THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
    - ☐ HAVE NOT BEEN UPLOADED
    - ☐ HAVE BEEN UPLOADED BUT NOT APPROVED
    - ☐ HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
  - PLEASE TICK THE APPROPRIATE OPTION:-
    - ☐ THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
    - ☐ AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT

Data-collection format for SAP HR-Module

1. Name of the employee :

2. Designation :

3. Employee No. (For office use only):

4. Date of Birth :

5. Mobile No :

6. E-Mail ID :

7. Salary information : As mentioned below

i) Salary Account No. : \_\_\_\_\_

ii) Bank : \_\_\_\_\_

iii) Branch (with Pincode) : \_\_\_\_\_

iv) Branch IFSC code : \_\_\_\_\_

v) PF Account No. : \_\_\_\_\_

vi) PAN No. : \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_



## VERIFICATION ROLL

1.	Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.	Surname	Name
2.	The name of the post and the service applied for		
3.	Present address in full (i.e. village, thana & district or house number, lane/street and road, PIN)		
4.	a) Home address in full (i.e. village, thana & district or house number, lane/street & road, PIN) b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union.	a)  b)	

5. Particulars of places where you have resided for more than one year during the preceding five years :

From	To	Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN.

6. (a) Father's name in full with aliases, if any (a)  
(b) Present postal address(if dead, give last address) (b)  
(c) Permanent home address (c)  
(d) Profession (d)  
(e) If in service, give designation & official address (e)

7. Nationality of

- (a) Father (a)  
(b) Mother (b)  
(c) Husband /Wife (c)

8. (a) Exact date of birth (a)  
( to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

- (b) Present age (b)  
(c) Age of Matriculation/School Final (c)

9. (a) Place of birth, district & state in which it is Situated (a)  
(b) District & State to which you belong (b)

10. (a) State your religion  
(b) Are you a member of scheduled caste/ scheduled tribes/ OBC: Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof (copy of certificate to be attached)

11. Educational qualifications showing places of education with years of schools & colleges.

Name of school/College with full address	Date of joining	Date of leaving	Examination passed

12. If you have at any time been employed give details :

Designation of post held or description of work	Period		Full address of the office/firm or Institution & reasons for leaving previous service.
	From	To	

13. Have you ever been convicted by a Court for any offence or Charge sheeted by the police in connection with any criminal proceeding ? If so, the full particulars of the case should be given.

14. Names of two responsible persons of your locality (1) \_\_\_\_\_  
Or two referees to whom you are known (2) \_\_\_\_\_

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date: ..... Signature of candidate \_\_\_\_\_  
Place.....

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known<sup>o</sup>Shri/Shrimati \_\_\_\_\_  
Son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date..... Signature of the Gazatted Officer/MLA.....  
Place..... Designation or status & address with official seal  
.....  
.....

Following portion to be filled in by WBSEDCL Authority

Memo. No. Date:  
Forwarded

Signature and designation of the \_\_\_\_\_



## VERIFICATION ROLL

1.	Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.	Surname	Name
2.	The name of the post and the service applied for		
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5. Particulars of places where you have resided for more than one year during the preceding five years :

From	To	Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN.

6. (a) Father's name in full with aliases, if any (a)  
(b) Present postal address(if dead, give last address) (b)  
(c) Permanent home address (c)  
(d) Profession (d)  
(e) If in service, give designation & official address (e)

7. Nationality of

- (a) Father (a)  
(b) Mother (b)  
(c) Husband /Wife (c)

8. (a) Exact date of birth (a)  
( to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

- (b) Present age (b)  
(c) Age of Matriculation/School Final (c)

9. (a) Place of birth, district & state in which it is Situated (a)  
(b) District & State to which you belong (b)

10. (a) State your religion  
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Name of school/College with full address	Date of joining	Date of leaving	Examination passed

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Designation of post held or description of work	Period		Full address of the office/firm or Institution & reasons for leaving previous service.
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Date: ..... Signature of candidate \_\_\_\_\_  
Place.....

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known<sup>o</sup>Shri/Shrimati \_\_\_\_\_

Son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date..... Signature of the Gazatted Officer/MLA.....  
Place..... Designation or status & address with official seal  
.....  
.....

Following portion to be filled in by WBSEDCL Authority

Memo. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Forwarded \_\_\_\_\_

Signature and designation of the Issuing Officer and  
The name of the office with full address and date.