

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

FORMAT OF APPLICATION AGAINST NOTIFICATION NO. MPP/2021/07 DATED:20/12/2021

**CONTRACTUAL ENGAGEMENT TO THE POST OF SPECIAL OFFICER (S&LP), SECURITY OFFICER,
ASSISTANT SECURITY OFFICER & SECURITY SUPERVISOR**

APPLICATION FORMAT

To,
The Addl. General Manager (HR&A)
Recruitment & Manpower Planning Cell
Vidyut Bhavan, 7th Floor, 'C' Block, Kolkata-91

**AFFIX SELF
ATTESTED
PASSPORT SIZE
PHOTOGRAPH**

1. Name of the Post(s) Applied for	:	
2. Name of the Candidate (in BLOCK LETTERS)	:	
3. Father's/Husband's Name	:	
4. Correspondence Address	:	
5. Permanent Address	:	
6. Mobile No. / Telephone No.	:	
7. E-mail ID	:	
8. Date of Birth & Age as on 01.01.2021	:	
9. Gender (Male/Female)	:	
10. Nationality	:	
11. Academic Qualification	:	

Qualification	Examination Passed	Name of the Board/Council/ Institute/University	Year of Passing	Division/ Class/Grade Point	Course Mode - Full time/ Part time/ Others
Educational					
Professional					

12. Experience Details :

SL. No.	Place of Posting	Designation	Scale of Pay/ Band of Pay & Grade Pay (For PSU/Govt. Only)	Period		Nature of Job Responsibility	Remarks
				From	To		

****Additional sheets may be attached, if required. ****

***** Self-attested copy of the relevant experience details is to be enclosed. *****

13. Special Achievements in the relevant fields (if any):

14. Last Pay Drawn:
- i) Scale of Pay/ Pay Band: _____
 - ii) Grade Pay: _____
 - iii) Basic Pay: _____
 - iv) Gross Salary: _____

15. PPO Number: _____
- **Self-attested copy of PPO is to be enclosed.**

16. Choice of Place of Posting in order of preference: (As mentioned in the Notification)
- i. _____ ii. _____ iii. _____
 - iv. _____ v. _____

17. List of Documents/Credentials to be enclosed :

Documents/Credentials	Whether enclosed (Yes/No)
1. Self attested copy of Age Proof Certificate ('Class 10/12' Admit card / Mark-Sheets or equivalent)	
2. Self attested copy of documents pertaining to relevant experience as mentioned in the Notification.	
3. Self attested copies of all Academic Mark-Sheets & Certificates	
4. Self-attested copy of Pension Payment Order (PPO)	
5. Two (02) nos. coloured passport size photographs	

***N.B: Intending Candidates shall have to produce all original documents as per above list for verification during Walk-in Interview.**

D E C L A R A T I O N

I, hereby, declare that the particulars furnished herein are true to my knowledge. If any information is found to be false subsequently by the authority, my candidature for the post is liable to be rejected.

Date:

Place:

Signature of the Candidate