

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

**APPLICATION FORMAT AGAINST NOTIFICATION NO. MPP/2021/05 DATED: 12/11/2021**

**CONTRACTUAL ENGAGEMENT OF SENIOR PRIVATE SECRETARY THROUGH**  
**WALK-IN-INTERVIEW & SKILL TEST**

**AFFIX SELF  
ATTESTED  
PASSPORT SIZE  
PHOTOGRAPH**

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

1. Name of the Post Applied for	:	Senior Private Secretary (Contractual)
2. Name of the Candidate (in BLOCK LETTERS)	:	
3. Father'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. 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					

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

12. Work Experience Details :

SL. No.	Place of Posting	Designation	Scale of Pay / Band Pay & Grade Pay	Period		Nature of job responsibility	Remarks
			(for PSU/ Govt. only)	From	To		

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

13. Last Pay Drawn :

- i) Scale of Pay/Pay Band :
- ii) Grade Pay :
- iii) Basic Pay :
- iv) Gross Salary :

14. PPO Number :

\*\*\* Self-attested copy of PPO is to be enclosed\*\*\*.

15. 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 Pension Payment Order (PPO)	
3. Self attested copies of all Academic Mark-Sheets & Certificates	
4. Self attested copies of documents in support of Work Experience.	

\*N.B: Intending Candidates shall have to produce all original documents as per above list for verification during the selection process.

DECLARATION

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