

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

FORMAT OF APPLICATION AGAINST NOTIFICATION NO. MPP/2023/01 DATED: 02.02.2023

CONTRACTUAL ENGAGEMENT TO THE POST OF GENERAL MANAGER (HRD)

THROUGH PERSONAL INTERVIEW

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 Applied for	:	<u>GENERAL MANAGER (HRD)</u>
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 01.01.2023	:	
9. Gender (Male/Female)	:	
10. Nationality	:	
11. Marital Status	:	
12. Academic Qualification	:	

Examination Passed	Name of the Board/Council/ Institute/University	Year of Passing	Division/ Class/Grade Point

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

Signature of the Candidate

13. 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 experience details is to be enclosed. ***

14. Special Achievements in the relevant fields (if any)**15. Last Pay Drawn**

i) Scale of Pay/Pay Band

ii) Grade Pay/Pay Level

iii) Basic Pay

iv) Gross Salary

16. PPO Number

Self-attested copy of PPO (all the parts) is to be enclosed

**17. Discharge Certificate/Release Order/
Superannuation Notice**

(In case of non-availability of all the parts of PPO)

** Self-attested copy of Discharge Certificate/ Release Order/ Superannuation Notice is to be enclosed**

18. List of Documents/Credentials to be enclosed :

Documents/Credentials	Whether enclosed (Yes/No)
1. Self attested copy of Age Proof Certificate (Class 10 Admit Card / Certificate or equivalent)	
2. Self Attested copy of Academic Certificates	
3. Self attested copies of:- ➤ Pension Payment Order (PPO)[all the parts] ➤ Discharge Certificate/ Release Order/ Superannuation Notice	
4. Two (02) nos. coloured passport size photographs	

*** The candidate shall be required to carry original copies of all documents/Credentials/testimonials etc. on the day of the Personal Interview for verification.

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

Page 2 of 2