



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.) :
2. Date of Birth:
(DD/MM/YY & in words)
3. Father's /Husband's Name: Mr.
4. Whether belong to SC/ST category*:
(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)
5. Mailing Address:
6. Permanent Address:
7. Mobile no.:
8. E-Mail I.D.:
9. (a) Are you related to any of the Directors of IPGCL /PPCL?
Yes/No
- (b) Are you/your relative(s) employed in IPGCL /PPCL?
Yes/No
If yes, give details:

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

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10. 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

Note:

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

11. Proficiency in languages:

Languages Known	Speak	Read	Write

12. Total Post Qualification Experience:

Years

Months

13. 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 emoluments per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	Month				

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)

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14. Present employment status (as on date of submission of application):
Please indicate details as under:

- (a) Name of organization;
- (b) Sector (Central/State/UT Govt./PSUs/Autonomous Bodies/Others-
(Please specify));
- (c) Position status in the hierarchical structure of the organization along
with respective grades and pay scales:

15. Name & address of two persons other than relatives to whom we may
write for reference with contact number & email ID (if any):

1.

2.

16. 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)

17. Any other relevant details/information not covered above that you may
wish to furnish:

If yes provide details:

18. 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.

Signature:
Name:

Date :
Place :

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