

Application Format

Name of the post applied for :

Affix recent colour
passport size
photograph

I. Personal particulars:

1. Name
2. Father/Husband's Name
3. Nationality
4. Minority Community (Not applicable/Christian/Muslim/Sikh/Zorastrian)
5. Marital Status (Married/Unmarried)
6. Gender (Male/Female)
7. Address for communication

8. Contact No. with STD Code
9. E-mail ID
10. Nearest Railway Station

II. Preliminary details:

1. Category (General/SC/ST/OBC-NCL)
2. Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 (Yes/No)
3. Whether Ex-Serviceman (Yes/No)
4. No. of years of service
5. Whether Person with disabilities/PH (Yes/No)
6. Date of Birth (00/00/0000)
7. Whether REC employee (Yes/No)

III. Demand Draft details:

1. Name of the Bank
2. Place and branch
3. DD No.
4. DD date
5. Amount Rs. 500/-

IV. Qualifications :(Educational qualification starting from SSC/ X with attested photocopies)

| Qualification | Month & Year of passing | Board/ University/ Institute | Main Subjects/ Specialization | %age of marks & Grade/ Div/ Class/CGPA |
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V. Experience details:

1. Present position held from (Date)
2. Present Designation
3. Name of the Organization
4. Present Job Responsibilities
5. Type of the Organization (Govt./PSU/Private/JV/MNC/NGO/Academic/Others)
6. Turnover of the Company during 2010-11 (for other than Govt. and PSU)
7. Pay Scale in case of Govt./ PSU employee
8. Present Basic Pay in case of Govt. and PSU employee.
9. CTC in case of others
10. Nature of Business of the Company
11. Total experience required (as per advertisement)
12. Total post qualification experience (excluding induction training/ teaching period) in years, months and days.
13. Previous experience details (starting from first job):

| Name of the Organization | Position Held | Pay Scale | Duration (from- to) | Nature of duties/ Responsibilities |
|--------------------------|---------------|-----------|---------------------|------------------------------------|
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14. Any other information regarding area of exposure/ experience (In not more than 200 words):

VI. Other details:

1. Academic achievements in 20 words(optional)
2. Professional achievements in 20 words(optional)
3. Date of next increment in case of PSU & Govt. employees
4. Due date for next promotion
5. Outstanding loans
6. Notice period required
7. No. of days required for joining if offered, before notice period.
8. Language known
9. Extra Curricular activities, if any(optional)

Verify all details filled in once again

Declaration:

I hereby declare that I have verified the details indicated above and also confirm that all the information is submitted to the best of my knowledge. At any stage if it is found that any of the above information is incorrect and/or is suppressed, the management of REC shall have the right to take any action, as deemed fit as per extant rules.

Place:

Date:

(Signature)