

APPLICATION FORMAT

Application No.
(For Office use only)

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NAME OF THE POST:

I. PERSONAL PARTICULARS	Please fill the details below(IN CAPITALS):
1. Name of the applicant	
2. Father's / Husband`s name	
3. Nationality	
4. Marital Status	
5. Gender (Male/ Female)	
6. Contact No. with STD Code	
7. E-mail ID	
8. Nearest Railway Station	
9. Address for communication	

II. PRELIMINARY DETAILS	Please fill the details below (IN CAPITALS):
1. Category (General/SC/ST/OBC-NCL)	
2. Whether belonging to Minority community (If yes, please specify)	
3. Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 (Yes/No)	
4. Whether Ex- Serviceman (Yes/No)	
4.1 Total number of years of service	
5. Whether person with Disabilities/ PWD (Yes/No)	
5.1 If yes, indicate type of Disability (OH/HH/VH) with percentage of Disability.	

6. Date of Birth (dd/mm/yyyy)	
7. Age as on 21 st Aug 2015 (years, months & days)	
8. Whether REC employee (Yes/No)	

III. DEMAND DRAFT DETAILS (SC/ST/PWD/Ex-Servicemen/Internal Candidates are exempted)	Please fill the details below:
1. Name of the Bank	
2. Place and Branch	
3. DD No.	
4. DD date	
5. Amount (` 500)	

IV. EDUCATIONAL QUALIFICATION (Starting from SSC/X with attested photocopies)				
Qualification (Name)	Month & Year of Passing (mm/yyyy)	Board/ University/ Institute	Main Subjects/ Specialization	Percentage of marks/ CGPA

V. EXPERIENCE DETAILS (Starting from most recent with attested photocopies)					
Name of the Organization	Position Held	Pay Scale in case of Govt. / PSU employee. & CTC(in case of Pvt. Sector) (in ₹)	Duration (mm/yyyy)		Nature of duties/ responsibilities (Job Profile)
			From	To	

Type of the present employer (Govt./PSU/Private/JV/MNC/NGO/Academic/ Others)					
Nature of the business of the present employer					
Present Basic Pay in case of Govt. and PSU employee (in ₹)					
Turnover of the Company during 2014-15 (for other than Govt. and PSU)					
Total experience required (as per advertisement in years)					
Total Post qualification executive experience (excluding induction training/teaching period) in years, months and days.					

VII. OTHER DETAILS

1. Academic achievements in not more 20 words (optional)	
2. Professional achievements in not more than 20 words (optional)	
3. Date of next increment in case of PSU & Govt. employees	
4. Details of outstanding loans with the present employer	
5. No. of days required for joining, if offered, for joining before notice period	
6. Due date for next promotion	
7. Notice period required	
8. Languages 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 submitted is true 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 of the Candidate)

LIST OF ESSENTIAL ENCLOSURES TO BE SENT ALONG WITH HARD COPY OF THE APPLICATION:

Candidate will have to produce the originals for verification at the time of interview, if called for.

- a) Proof of Date of Birth(X class certificate/ Birth Certificate)
- b) Caste (SC/ST/OBC-NCL) Certificate for claiming Reservation/ Relaxation/concessions issued by the competent authority as per GOI guidelines (as applicable)
- c) Discharge Certificate (If applicable- in case of Ex-serviceman)
- d) Disability Certificate – issued by the competent authority as per GOI guidelines clearly indicating type of disability, % of disability etc. (If applicable- in case of PWD)
- e) Documents related to Essential Qualification (Passing certificate(s) & Mark sheets showing class/ division, duration along with specialization).
- f) Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- g) Documents related to Experience: (Present as well as Previous Employment)
 - Appointment order/joining order.
 - Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience. (In respect of PSU/Govt. employees indicating revised as well as pre-revised pay scales with period details).
 - Latest Pay Slip
 - Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. CTC details (in case of candidates from private sector).
 - Last Promotion order (If promoted).
 - Relieving order (in case of experience with more than one organization)
 - Chart clearly indicating executive grade & pay structure of the organization and position of the applicant in the hierarchy for relevant experience.
- h) Documentary proof in support of Annual Turnover (Audited Balance Sheet) and listing status (on stock exchange) in case of candidates working in private sector.
- i) **DD of ₹ 500/- (if applicable)**
Any other relevant document/certificate proving candidature under the category of ex-servicemen/J&K domicile issued by the competent authority or any other category for which relaxation is admissible as per the advertisement.