



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 Letters for point no. 1-8)

1. Name (Mr./Ms./Mrs.): Mr. XYZ
2. Date of Birth: 09/11/1977 (NINTH NOVEMBER NINETEEN SEVENTY SEVEN)
(DD/MM/YY & in words)
3. Father's /Husband's Name: Mr. IJK
4. Whether belong to SC/ST category*: YES
(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: H.No. 000, QRS NAGAR, NEW DELHI-110000.
6. Permanent Address: AS ABOVE
7. Mobile no.: 1234567890
8. E-Mail I.D.: ABC@GMAIL.COM
9. (a) Are you related to any of the Directors of IPGCL /PPCL?
Yes/No : NO
- (b) Are you/your relative(s) employed in IPGCL /PPCL?
Yes/No : 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
Graduation	DEF	Delhi University	15-11-1997	Full Time	1 st	68
Company Secretary	-	Institute of Company Secretaries of India	12-10-2001	Full Time	1 st	64
LLB	LAW CENTRE	DELHI UNIVERSITY	14-07-2005	Full Time	1 st	60

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
ENGLISH	YES	YES	YES
HINDI	YES	YES	YES

12. Total Post Qualification Experience:

Years	Months
16	01

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				
ABC LTD.	1.11.05	24.12.21	16	01	Company Secretary	15 Lakhs	All the aspects of work of CS	-

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; ABC Ltd.
 - (b) Sector (Central/State/UT Govt./PSUs/Autonomous Bodies/Others- (Please specify)): Private Sector
 - (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. Mr. RST, 4254767890, XYZ@YAHOO.COM
 - 2. Mrs. UVW, 4254767890, PQR@GMAIL.COM
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)
- NO
17. Any other relevant details/information not covered above that you may wish to furnish, If yes provide details:
- NO
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.

-Sd-
Signature:
Name: XYZ

Date : 24-12-2021
Place : DELHI