

PEC LIMITED: NEW DELHI

To

Chief General Manager (Personnel& Administration)/HR
PEC Ltd.
14th Floor, Hansalaya
Barakhamba Road
New Delhi - 110001



Sir,

Sub:"APPLICATION FOR THE POST OF _____".

BIO DATA

1. Name in full (In Block Letters) : _____
2. Father's / Husband's Name : _____
3. Age and Date of Birth : _____
(Enclose Self attested copy)
4. Sex : Male / Female
5. Religion and Nationality : _____
6. Mention whether SC/ST/OBC : _____
PH/Ex-Servicemen

(if yes, Attach copy of certificate)

7. Educational Qualification (Begin with highest qualification):

Name of Examination Degree	Board/University / Institute	Specialization / Branch	Month and Year of passing	% of Marks

(Please enclose Self attested copies of original degree/diploma certificates)
(Please attach separate sheets if necessary)

8. Experience (Beginning with current employment):

Name of Organisation	Post Held	Period of Service		Scale of Pay or CTC	Work Profile/Field of experience
		From	To		

(Please attach Self attested copies of experience certificates and proof of current CTC)
(Please attach separate sheets of work profile/Field of experience if necessary)

9. SCALE OF PAY (in case of candidates from Public sector/Government Institutions)

Date	Scale of Pay
30.01.2016	
30.01.2015	
30.01.2014	

**** In case of candidates from Public Sector following Central Dearness Allowance (CDA) pay scale, the Pay scale including Grade pay should be clearly indicated. (Relevant grade- equivalency documents must be enclosed)**

10. a) Permanent Address : _____
b) Present Address : _____

11. Phone Number Mobile _____ Land Line _____

12. E-mail address : _____

13. Have you previously applied for a position in PEC? **Yes / No**
If yes give details _____

14. Any other relevant information/achievements: _____

15. Whether any punishment awarded to the applicant during the last 10 years. **Yes / No**
If yes give details _____

16. Whether any action or inquiry is going on against the candidate as far as the candidate’s knowledge goes?
Yes / No
If yes give details _____

17. Whether the applicant has ever been arrested/prosecuted and/or convicted by a Criminal Court or involved in any other case registered by the Police. **Yes / No**
If yes give details _____

DEMAND DRAFT DETAILS

DD / Banker’s Cheque Details
Application fee Rs. _____/-
Drawn On _____ Bank
DD / Banker’s Cheque Number _____ dated _____

DECLARATION

I, Mr/Ms certify that the above information is correct and true to the best of my knowledge and belief (OR) and I have not willfully suppressed any material information germane to my selection / appointment in PEC.

In the event of any information being found false or incorrect, action can be taken against me.

Place:
Date:

Yours faithfully,

(Signature of the candidate)

The application is liable for rejection if not filled in the prescribed Performa with photo & signature and containing full details of experience and also if not furnished the copies of certificates and testimonials in support of qualification, experience, age, caste (for SC/ST/OBC), disability (PH Certificate) etc.

I. INSTRUCTIONS

A. Filled-in application strictly in conformity with the applicable format (as given at **Annexure – 1 / Application Form**) signed by the candidate and duly affixed with signed latest passport size photograph along with relevant self attested attachments as mentioned in the application form. Application not in the prescribed Format/incomplete/without signature and **demand draft towards prescribed Application Fee** and signed photograph shall be rejected.

B. **Self-Attested** Photocopies of all Certificates/enclosures are to be provided with the Application Form being sent by post and shall include:-

- i. Certificate in proof of Date of Birth;
- ii. Filled in application form with signature of candidate.
- iii. One passport size photo pasted on the space provided on the format of application.
- iv. Educational/ Professional Certificates (right from class 10th to the latest);
- v. Experience: -
 - a) Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - b) A brief description of duties & responsibilities in all your jobs, attached in a separate sheet
- vi. Certificate of Ex-Servicemen(if applicable);
- vii. Copy of last salary slip;
- viii. Caste Certificate, if applicable, as per prescribed format of Govt. of India etc.;
- ix. Relevant grade-equivalency documents (if applicable).
- x. Disability Certificate, if applicable, issued by Competent Authority.
- xi. Demand Draft (if applicable)
- xii. **The candidates having engagement on retainer ship basis in Legal Firms must also produce experience certificate(s) from the Legal Firms.(applicable only to those candidates applying against post from Legal stream).**
BAR COUNCIL ENROLMENT DETAILS to be furnished, as under, (if applicable) :
 - **Date of Enrolment with Bar Council**
 - **Enrolment Number**
 - **Name of Bar Council**
- xiii. Any other applicable documents.

PLEASE NOTE: All necessary enclosures must be clearly marked/numbered and must be attached to the application form being sent by post.

II. MODE OF APPLICATION

1.The candidate must send the filled-in application form with their photo pasted in the space provided, and with the signature at the end of the application form by hard copy along with all necessary enclosures/certificates, by SPEED POST / REGISTERED POST only, addressed to: **CHIEF GENERAL MANAGER (PERSONNEL&ADMINISTRATION)/HR, PEC LTD., 14TH FLOOR, HANSALAYA, BARAKHAMBHA ROAD, NEW DELHI – 110001, LATEST BY 06th May 2016.** PEC will not be responsible for any postal delay, wrong delivery etc. Applications received after the last date mentioned in the advertisement would not be considered. The envelope containing the application form must be clearly super-scribed with the name of the post applied for and Code No. of the post.

2.E.g. - “APPLICATION FOR THE POST OF _____ (POST CODE)