

APPLICATION FORMAT
APPLICATION FOR THE POST OF

_ _ _ _ / _ _ _ _

(Please mention the relevant post code)

Affix your recent
(passport size) color
photograph

I PERSONAL DATA

a	Name (in Block Letters)	
b	Mailing address with Pin Code	
c	Telephone number with area STD code	
d	Mobile No	
e	E-mail ID	
f	Date of birth (in DD/MM/YYYY format) (Please attach a proof of date of birth)	
g	Religion	
h	Nationality	

II ACADEMIC & PROFESSIONAL QUALIFICATION (Starting from Matriculation)

Sl No	Qualification	Subjects/ Specialization	Duration		Date, Month & Year of Passing [dd/mm/yy format]	College/ Institute/ University	%of marks/ Division/ Grade Etc. (copies of Mark sheet & Certificate to be attached)	Remarks, if any [please specify whether Full time/ Part time/ Correspon dence]
			From [dd/mm /yy]	To [dd/mm /yy]				

III OTHER DETAILS

a	Details of research work, publications etc.	
b	Details of Scholarships/ Awards/ Honors/ University Rank	
c	Details of extracurricular activities	

IV WORK EXPERIENCE

<u>Experience details (in reverse order from current position)</u>							
Sl No	Period of Employment			Name of the Organization with full address of the place of posting & Phone No	Position/ Post/ Designation held	Pay scale with basic Pay (in case Of Govt./ Public Sector)/ Gross pay in case of Private Sector	Nature of Experience/ Job profile/ Specific Areas Handled
	From [dd/mm/yy]	To [dd/mm/yy]	No of Years, Month & Days				

Note:

1. Please mention details of all positions held & Job Profile/Work handled in an organization separately
2. Please attach documents supporting your experience & salary as mentioned in section - IV
3. Please indicate period of training/ apprenticeship etc. separately
4. Please attach additional sheets, if required

V. REFERENCES

V	Reference 01	Reference 02
	Name, Designation, Company & Contact number [Mobile No]	

I have gone through the required job specifications and the general conditions on the RGPPL website, for the post applied for. I hereby certify that the information provided above is true to the best of my knowledge

(Signature of candidate)

Place:

Date:

Note: Candidates are required to send in the filled application format, complete in all respect in physical form to **Head of HR, Ratnagiri Gas and Power Private Ltd., At/ Po- RGPPL Anjanwel, Taluka –Guhagar, Dist. Ratnagiri** through Postal Department-Speed Post/Registered Post only. A copy of application may also be sent to mail id given below.

E-mail: eb.rgppl@site.rgppl.com
