

MAIN TERMS AND CONDITIONS OF APPOINTMENT FOR ASSISTANT ENGINEER-TRAINEE (IT) BATCH 2011

In this document, unless otherwise stated, 'Company' or 'Organization', as and when used, means M.P. Madhya Kshetra Vidyut Vitaran Company Limited.

Position of Appointment

The selected candidates after a stipulated period of successful training will take up the role of Assistant Engineer or equivalent.

General Terms and Conditions

During the period of training and on appointment as Assistant Engineer or equivalent, the candidate shall abide by the rules and regulations governing conduct, as framed and amended by the M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd., Bhopal from time to time for its officers.

Training

1. The selected candidates will undergo a maximum of 6 months training. Each module of the training shall be evaluated followed by final appraisal. The appointment shall be cancelled in case the candidate does not get the minimum marks required for successful completion of the training.
2. It is compulsory for the candidate to join the training on 18th Jan 2012, failing which this appointment offer shall be deemed cancelled. The Assistant Engineer – Trainee (IT) shall not be reimbursed any travelling expenses incurred by them in order to join the training program on the stipulated date.

Probation

3. After the successful completion of the training period of six months, they shall be appointed as Assistant Engineer or equivalent, and will be on probation for a period of two years, during which time his/her performance will be monitored. This period may be extended at the Company's discretion. The candidate will be deemed to be on probation unless a letter of confirmation in writing is issued by the Company.

Location and Transfer

4. The Company may vary the place of work/Training from time to time in accordance with operational requirements. By accepting this position, the Assistant Engineer – Trainee (IT) acknowledges that he/she may be required to be transferred to the office of a client or another office of the Organization or its sister concerns, whether existing or set up in the future within India, or at an overseas location. Your acceptance of this contract indicates that you agree to be transferred as per the business exigencies of the Company.

Accommodation

5. The Assistant Engineer – Trainee (IT) shall be provided accommodation on sharing basis, as per availability, while they are in Bhopal. The Assistant Engineer – Trainee (IT), however, will have to arrange for bedding as per requirement on their own). The accommodation facility during on job training at various locations of the Company's operation may be provided subject to availability. In case accommodation is not

available, the Assistant Engineer – Trainee (IT) will be required to make his/her own arrangement for accommodation.

Compensation

6. The Assistant Engineer – Trainee (IT) shall be paid a fixed stipend of Rs 12,500/- (Twelve Thousand Five Hundred) only per month during the training period.
7. On satisfactory and successful completion of training, the consequent employment shall be on probation initially as Assistant Engineer in the basic pay Rs 15600 plus other allowances as applicable from time to time, in accordance with the Rules and Regulations laid down by the Company.

Group Insurance

8. During the training period the Assistant Engineer – Trainee (IT) shall be covered under Group Insurance Scheme of Insurance Company. The risk coverage shall be Rs.1.00 lakh with accidental benefit for a period of one year. A one time premium of applicable amount shall be deducted from the first stipend of Assistant Engineer – Trainee (IT).

New / Defined Contributory pension Scheme

9. On appointment as Assistant Engineer, the services shall be governed under New / Defined Contributory Pension Scheme.

Medical Examination

10. The candidate will be required to produce medical fitness certificate from District Medical Board. This offer of employment is subject to the successful completion of this medical examination and if the result of the medical examination is found by the Company to be adverse, the employee shall be terminated without any prior notice.

Reference Check, Character Verification & Caste Verification

11. The initial admission to the training and subsequent appointment will be subject to satisfactory verification of character and antecedents as well as a police verification report as per the Rules and Regulations laid down by the Company. The candidate's appointment will be subject to the said character verification report and upon the receipt of any adverse information, will be liable to be terminated immediately. At the time of reporting, the candidate is required to submit Character Certificate attested by two class 1 Gazetted officers as prescribed in Annexure IV.

In case of SC/ST/OBC category candidates, the appointment shall be subject to verification of caste from competent authority. In case it is found that the caste is not covered under the reserved category as specified in schedule of M.P. or the caste certificate submitted is false/fake, the appointment of the candidate shall be revoked immediately and appropriate action shall be taken for submission of wrong information.

Service Agreement - cum – Surety Bond

12. The Assistant Engineer – Trainee (IT) will have to execute a Service Agreement-cum-Surety Bond (copy enclosed as Annexure III), at the time of reporting, on Rs.250.00 (Rs. Two hundred fifty only) non-judicial stamp paper, to successfully complete the prescribed training and thereafter to serve the Company for a period of 5 years. If the Assistant Engineer – Trainee (IT) fails to do so, then he/she and the

Surety shall be liable to pay the Company an amount not exceeding Rupees One Lakh only (Rs.1,00,000/-) for Unreserved/OBC category candidates and Rs. Fifty Thousand only (Rs.50,000/-) for SC/ST category candidates **plus the stipend paid and other expenses incurred on him/her by the company during the training period.**

Holiday & Leave

13. List of Holidays will be notified every year by the Company.
14. During the period of training, the Assistant Engineer – Trainee (IT) will be eligible for casual leave for a maximum of 3 days. Medical leave up to 5 days during the training may also be granted to the Assistant Engineer – Trainee (IT) who is unable to attend duty owing to illness.
15. Any holiday intervening during the period of Medical leave shall be treated as medical leave accounted for in the limits prescribed.
16. The Company may call upon the Assistant Engineer – Trainee (IT) to produce a medical certificate from a registered medical practitioner in support of his/her medical leave. A medical certificate shall, however, be necessary if the leave exceeds 3 days.

Tour & Travel

17. During the training period as well as after appointment of the candidates as Assistant Engineer the selected person shall be entitled for traveling and daily allowance as per rules applicable for the officers of the rank of Assistant Engineer (IT) of the company, while on tour in relation to performance of official duties.

Exclusivity of Engagement

18. Whilst employed with the organization, the Assistant Engineer – Trainee (IT) will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission from the organization. In case the Assistant Engineer – Trainee (IT) is found to be in contravention of the provisions of this clause, then his/her appointment would be terminated without assigning any reasons thereof.

Code of Conduct

19. The Assistant Engineer – Trainee (IT) will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures as laid down in Human Capital Manual and along with Madhya Pradesh Civil Services, (Conduct) Rules 1965, as adopted by the Company. Any violation of these or any other organizational procedures can result in disciplinary action being initiated against him/her, including termination of services from the organization.

Confidential Information

20. The Assistant Engineer – Trainee (IT) shall observe utmost confidentiality and secrecy of any and all information received by him/her or entrusted to him/her in the course of his/her employment. He/She shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge such information.
21. The Assistant Engineer – Trainee (IT) hereby undertakes to the organization that he/she shall:
 - (i) Use the Confidential Information only for the purpose of performing the services in the organization and not for any other purposes.

- (ii) Preserve the secrecy of any Confidential Information.
- (iii) Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.

22. **For the purpose of this Clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business, affairs, operation, assets, organization, dealings customers, employees, officers and financial matter of the Organization and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.**

Notice Period

- 23. During the training period, either party can terminate the employment without assigning any reason whatsoever, by giving one month's notice or one month's stipend in lieu of notice, to the other party. The Assistant Engineer – Trainee (IT) shall also be liable to pay the applicable bond amount in case he/she terminates employment during the training period.
- 24. During the probation period and on confirmation, while within the period of Service Agreement-cum-Surety Bond (clause 12), the Assistant Engineer (IT) can terminate the employment without assigning any reason whatsoever, by giving three months notice or three months pay in lieu of notice, to the Company. In such a case the Assistant Engineer shall also be liable to pay the applicable bond amount as notified in the Service Agreement-cum-Surety Bond.

Documents

- 25. The selected candidates are required to bring the following documents at the time of reporting to the Joint Secretary/General Manager(S), M.P. M. K.V .V. Co. Ltd., Bhopal.
 - a. Original and one set of certified copies of
 - (i) Engineering Degree course mark sheet for every year semester of education.
 - (ii) Engineering Degree certificate (provisional, if final degree not received).
 - (iii) 10th Board exam mark sheet as proof of date of birth.
 - b. NOC from present employer, if any.
 - c. Service Agreement-cum-Surety Bond as per Annexure III.
 - d. 5 copies of passport size color photograph, attested by a class I Gazetted officer.
 - e. Character Certificate attested by two class I Gazetted officers as prescribed in Annexure IV.
 - f. Biodata in Annexure V.

GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT-CUM-SURETY BOND FOR ASSISTANT ENGINEER-TRAINEE(IT) BATCH 2011

Please read the following instructions carefully before you proceed to execute the Service Agreement-cum-Surety Bond.

1. The first page of the Service Agreement-cum-Surety bond should be printed and typed on Rs.250.00 (Rupees Two Hundred Fifty only) non-judicial stamp paper, with the specific purpose of executing Service Agreement-cum-Surety Bond in favor of M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd. The additional sheets/continuation sheets used, if any, should be on a good quality watermark paper Service Agreement-cum-Surety bond should be notarised.
2. The candidate and the surety should sign on all pages of the Bond. All cuttings, erasing, filling up the blanks by ink or over-writings if any, should be duly crossed signed by the candidate as well as his/her surety or authenticated by the executants. However, no cutting should be done on the first and last page.
3. The Surety should be a person of substantial means capable of paying the amount agreed in the Service Agreement-cum-Surety Bond(viz. Rs.One Lakh or Rs.Fifty Thousand only, as the case may be) and his/her Permanent Income Tax account Number (PAN No.) should be indicated in the Bond, legible under his/her signature. The Surety should also attach a photocopy of his/her PAN Card, duly attested by a Gazetted Officer.
4. Witnesses should be persons known to the Assistant Engineer – Trainee (IT) and Surety respectively.
5. **The amount of Bond is Rupees One Lakh for UR/OBC category candidates and Rupees Fifty Thousand for SC/ST category candidates.**
6. Leave the date blank on the first and last page of the Bond.
7. The last page of the Bond should be got so typed that signature of Assistant Engineer – Trainee (IT), Surety and the employer and those of witnesses appear in one page.

ANNEXURE-III

**SERVICE AGREEMENT-CUM-SURETY BOND FOR ASSISTANT ENGINEER –
TRAINEE (IT) BATCH 2011**

THIS AGREEMENT made this..... day of..... month of Two Thousand and Twelve, BETWEEN : the Joint Secretary/General Manager(S) of the M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd., a Company incorporated under the Companies Act, 1956, having its registered office at Nishtha Parisar, Govindpura, Bhopal hereinafter called the “Employer” (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Shri-----, son of Shri-----, resident of ----- in the tehsil of the ----- District -----, hereinafter called the A.E.-T(IT) (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART:

AND:

Shri----- son of Shri -----, resident of ----- in the tehsil of the ----- District -----, hereinafter called the “Surety”, (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the THIRD PART:

WHEREAS the Assistant Engineer – Trainee (IT) has been selected by the employer as an Assistant Engineer – Trainee (IT) Batch 2011, vide its offer of appointment No CMD/CZ/01/HR/AE(IT)11/8888 dated 3/01/2012 for imparting training to him/her with a view to utilize his/her service with the Employer, which offer has been unequivocally accepted by the Assistant Engineer – Trainee (IT)

AND WHEREAS as per the Main Terms and Conditions of the said offer of appointment, the Assistant Engineer – Trainee (IT) is required to undergo training as determined by the employer for a period of six months and on successful completion of the training, to serve the Employer for a period of at least 5 years;

AND WHEREAS as per the Main Terms and Conditions of the said offer of the appointment, the appointment shall be cancelled if the training is not completed successfully.

AND WHEREAS as per the Main Terms and Conditions of the said offer of appointment, the A.E.-T(IT) and his/her Surety are required to execute a Service Agreement-cum-Surety Bond on non-judicial stamp paper in favor of the Employer, undertaking to complete the training and to serve the Employer for a period of at least 5 years after successful completion of training, failing which the Assistant Engineer – Trainee (IT) and the Surety shall be jointly and severally bound unto the Employer in the sum of Rs.1,00,000/- (Rupees One Lakh only)

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for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC/ST category candidates in terms of this Bond.

AND WHEREAS the Assistant Engineer – Trainee (IT) recognizes and accepts that at the time of appointment as Assistant Engineer – Trainee (IT), except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training enabling him/her to become commercially viable to the Employer;

AND WHEREAS the Assistant Engineer – Trainee (IT) further recognizes and accepts that prior to and at the time of joining the employer, he/she has not been exposed to and, therefore, has not acquired any skills, which are essential to ensure that the performance of duties by the Assistant Engineer – Trainee (IT) meets the current business needs, parameters, standards and efficiency levels required by the Employer;

AND WHEREAS consequently in order to render the Assistant Engineer – Trainee (IT) of value to the Employer, the Assistant Engineer – Trainee (IT) would need to undergo formal and extensive training in accordance with courses, modules, programs prescribed or conducted by the Employer;

AND WHEREAS the Assistant Engineer – Trainee (IT) is aware that the Employer would be expending substantial sums of money and incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Assistant Engineer – Trainee (IT) and thereafter for imparting training;

AND WHEREAS it is understood by the parties that if the Assistant Engineer – Trainee (IT) leaves the services of the Employer before expiry of the bond period, he/she will not only impart and cause heavy financial losses to the employer, but also inconvenience, loss of resources, man hours, computer time etc; the Assistant Engineer – Trainee (IT) and the Surety undertake that they shall jointly and severally compensate the employer for all the expenses incurred by it on account of and in connection with his/her training.

The expenditure shall include the stipend paid to the Assistant Engineer – Trainee (IT) during the training period as well as overhead and other direct and indirect expenses incurred by the employer on the training including the legal expenses incurred for recovering the said amount from the Assistant Engineer – Trainee (IT).

AND WHEREAS this Service Agreement-cum-Surety Bond executed with the Employer by the Assistant Engineer – Trainee (IT) along with a Surety to the extent Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC/ST category candidates is quantified damages based on the pre-estimate of the expenses/cost incurred upon the Assistant Engineer – Trainee (IT) on this training, for indemnifying the Employer against all losses or damages which the Employer may suffer by reason of breach and/or non-compliance of any of the terms of this agreement with the Assistant Engineer – Trainee (IT);

AND WHEREAS the Assistant Engineer – Trainee (IT) also agrees that if he/she commits any breach of any of the conditions of this agreement, the Assistant Engineer – Trainee (IT) and the Surety shall be jointly and severally liable to pay to the employer on demand the above said sum of Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC/ST category candidates plus the stipend paid to him by the Employer, during the training period.

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AND WHEREAS in order to secure the Employer against the expenses incurred by it on the training of the Assistant Engineer – Trainee (IT) and to ensure due compliance of all terms and conditions stipulated by the employer and accepted by the Assistant Engineer – Trainee (IT), it is agreed that the Assistant Engineer – Trainee (IT) shall be liable to compensate the Employer in the manner and under the circumstances enumerated in this agreement;

NOW THIS AGREEMENT WITNESSES AS FOLLOWS :

1. The Employer shall appoint the candidate as a Assistant Engineer – Trainee (IT) for giving him training for a period of six months commencing from 18/01/2012.
2. The Employer can terminate this agreement at any time without notice and without assigning any reason.
3. The Assistant Engineer – Trainee (IT) shall not leave the Employer during the prescribed training period or during the period of service with the Employer for the stipulated period of 5 years after the successful completion of the training, except for reasons of continued serious ill-health, incapacitating him/her to work, provided that such ill-health has not been brought about by his/her neglect, carelessness, design or misconduct, about which the decision of the employer shall be conclusive and binding.
4. The Assistant Engineer – Trainee (IT) shall be paid a fixed stipend of Rs.12,500/- (Rs. Twelve thousand five hundred) only, per month during the training period.
5. The Assistant Engineer – Trainee (IT) admits and recognizes that the Technical and Management training imparted by the employer as part of the training period, involves substantial training costs, man hours and resource utilization.

If the Assistant Engineer – Trainee (IT) fails to complete his/her training successfully and/or fails to serve the Employer for the stipulated period of 5 years after the successful completion of the training, the Assistant Engineer – Trainee (IT) and the Surety undertake that they shall jointly and severally be liable to compensate the Employer for all the expenses incurred by it on account of and in connection with his/her training.

The Assistant Engineer – Trainee (IT)/Employee as well as the Surety shall keep the Company indemnified, against each and every loss, damage, injury, liability etc. caused to or against the Employer due to any breach, act omission, negligence, default, failure of resumption of duties/of the terms of his/her employment or he/she fails to complete the training and/or fails to serve the employer for the stipulated period of 5 years after the successful completion of the training or breach/non compliance of any of the terms of this agreement in any manner whatsoever and he/she shall be liable to pay on demand an amount of Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC/ST category candidates as quantified damages plus the stipend paid to him/her by the Employer during the training period.

In the event of any default on the part of the Assistant Engineer – Trainee (IT) as stated herein above, the Employer shall be entitled to recover the said amount from the Assistant PLC

Engineer (IT)/Employee and/or the Surety jointly or severally by instituting a legal suit for recovery under the special provisions of Order 37 of the Civil Procedure Code.

Provided always and it is hereby declared that the decision of the Employer as to whether the Assistant Engineer – Trainee (IT)/Employee has or has not performed and observed any of the obligations, terms and conditions herein before indicated shall be final and binding on the parties hereto.

Provided further that any forgiveness or forbearance on the part of the Employer or its successors, administrators and/or executors or any of them towards the Employee in respect of his/her failure, neglect, default, etc. to perform training duties, responsibilities or his/her quitting service or breach of any of the terms of employment or those of this agreement shall not in any way release or exonerate the Assistant Engineer – Trainee (IT) or Employee or his/her heirs, executors, or administrators in respect of his/her liabilities in terms of this bond/agreement.

6. The Employer can transfer/assign to the Assistant Engineer – Trainee (IT) /Employee any work in his subject or associated field either in any of its own establishment or in an establishment of any group Company/sister concerns/subsidiaries whether existing or that may be set up in future.

7. At the end of the stipulated period of training, the suitability of the Assistant Engineer – Trainee (IT) for employment in the service of the Employer will be evaluated by the competent authority of the Employer on the basis of his/her performance during the period of training and the decision of the competent authority of the Employer in this regard shall be final and binding on the Assistant Engineer – Trainee (IT) and the Surety. **In case the Assistant Engineer – Trainee (IT) fails to complete the training successfully, he / she would be liable to reimburse to the Employer the expenses incurred by it.**

8. The Assistant Engineer – Trainee (IT) shall be appointed as Assistant Engineer or equivalent after the successful completion of the training, and will be on probation for a period of 2 years, which period may be extended for a further period at the sole discretion of the Employer.

9. The Surety hereby undertakes and accepts that his/her liability is coextensive with that of Assistant Engineer – Trainee (IT) that he/she shall be jointly and severally liable with the Assistant Engineer – Trainee (IT) for payment of all amounts that may become due and payable under this agreement, that, he/she is aware and accepts the special nature and character of the deputation of the Assistant Engineer – Trainee (IT) as well as the manner of computation of damages/compensation; that the Employer shall be at liberty to enforce this guarantee/Surety furnished by him/her without necessarily seeking to enforce the same against the Assistant Engineer – Trainee (IT) in the first instance; that the Employer shall be entitled to proceed either against the Assistant Engineer – Trainee (IT) or Surety or both for recovery of any amounts due under this agreement. Any demand made on the Assistant Engineer – Trainee (IT) under this agreement shall be deemed to be sufficient notice of such demand to the Surety also; and that the Surety guarantees the satisfactory performance of each of the clauses, terms, obligations and conditions of this agreement.

10. The Assistant Engineer – Trainee (IT) agrees to diligently, faithfully and to the best of his/her ability undergo the training and conduct and behave himself/herself honestly and obediently towards his/her superiors and management of the Employer and will devote
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his/her whole time to the duties assigned to him/her by the Employer and will not engage directly or indirectly in any trade, business or occupation till the end of the period for which he/she is bound to serve the Employer.

11. The Assistant Engineer – Trainee (IT) shall observe secrecy and/in no way divulge or disclose to any person or persons what-so-ever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her training and service with the Employer either in relation to its work, business or its customers.

12. The Assistant Engineer – Trainee (IT) shall not commit or cause to be committed any waste, damage or other injury to the property and/or goods of the Employer not shall he/she lend any such property or goods to any persons without the permission of the management of the Employer.

13. The Assistant Engineer – Trainee (IT) shall on the termination of his/her training/service by the Employer or on his/her leaving the said training/service, whenever it may happen, shall account for, pay and peacefully deliver to the Employer all the stocks in trade, books of accounts, documents, papers and effects that are in his/her possession and custody and belonging or relating to the Employer.

14. For matters not provided for in this Service Agreement-cum-Surety Bond, the Assistant Engineer – Trainee (IT) shall be governed by the offer of appointment and Rules and Regulations of the Employer in force from time to time.

15. In case the Assistant Engineer – Trainee (IT) does not comply with the terms and conditions contained in the offer of appointment or the Rules and Regulations of the Employer or the covenants contained in this bond, the Assistant Engineer – Trainee (IT) and his/her Surety undertake that they shall jointly and severally pay to the Employer on demand without any demur the amount demanded by the Employer towards the expenses incurred by it on account of and in connection with the training of the Assistant Engineer – Trainee (IT) including stipend, cost of supervision, overhead charges, direct and indirect expenses incurred by the Employer, else the Employer will be at liberty to initiate appropriate legal action under Order 37 of the Code of Civil Procedure.

16. The jurisdiction for all the legal matters with regard to Service Agreement-cum-Surety Bond shall be the appropriate court at Bhopal (M.P.).

IN WITNESS WHEREOF the parties hereto have signed these presents on this _____ day of _____ month of _____ year in the presence of the following witnesses:

1. Witness

Signature _____

Name _____

(IN BLOCK LETTERS)

Occupation _____

Address _____

2. Witness

Signature _____

Name _____

(IN BLOCK LETTERS)

Occupation _____

Address _____

(Signature of Assistant Engineer
(IT))

Name

(IN BLOCK LETTERS)

Address _____

(Signature of Surety)

Name _____

(IN BLOCK LETTERS)

Occupation _____

Address _____

PAN No. _____

(Attestation of signatures of Assistant Engineer – Trainee (IT) and Surety by a Gazetted officer or Notary Public)

(Signature of A.E.(IT))

Attested

Signature & Seal

(For office use only)

1. Witness (Employer's)

Signature _____

Name

(IN BLOCK LETTERS)

Designation _____

Address _____

2. Witness (Employer's)

Signature _____

Name _____

(IN BLOCK LETTERS)

Designation _____

Address _____

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Accepted _____

Signature of Joint Secretary/General Manager(S)

For and on behalf of MPMKVCL

Name _____

(IN BLOCK LETTERS)

Address _____

CHARACTER CERTIFICATE

This is to certify that I know Shri/Smt./Ku. _____
S/o / D/o Shri _____ resident of
_____ for the last _____ years.

Shri/Smt./Ku. _____ bears good moral character
and to the best of my knowledge is not involved in any criminal activity and no personal legal
case is pending against him/her.

(Signature with Seal)

Name _____

Date _____

BIO-DATA

**PERSONAL INFORMATION TO BE FURNISHED BY THE CANDIDATE
APPOINTED AS Assistant Engineer – Trainee (IT)
(Fill in CAPITAL LETTERS)**

Paste
recent
passport
size

Roll No. _____

Name in full _____

Date of Birth (in figures) (dd/mm/yyyy) _____

(in words) _____

Caste & Category _____
(SC/ST/OBC)

Father's Name _____

Communication Address _____

Phone No. (with STD code) _____ Cell phone No. _____

E-mail address _____

Permanent Address _____

Qualification _____

Other qualification 1. _____

2. _____

Experience _____

Reference _____

Place
Date

Signature