



APPLICATION FOR THE POST OF

_____/_____-_____
(Please mention the relevant post code)

APPLICATION FORMAT

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				
i	Category (Please ✓ the appropriate category)	General	OBC	SC	ST



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 (Mark sheet to be attached)	Remarks, if any [please specify whether Full time/ Part time/ Corresponde nce]
			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 extra curricular activities	



IV WORK EXPERIENCE

Experience details (Backwards from present position)							
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 indicate period of training/ apprenticeship etc. separately
 3. Please attach additional sheets, if required



V To understand and appreciate your current organization/ level, we look forward to your response to the following:

[a]. Please indicate your present level vis-à-vis your organization structure and the prospective career progression With relevant time frame. An example indicating present level and other levels with arrows is given below.

Example	Orgn. Chart (Please draw)
<p style="text-align: center;">Manager E4 ↑ (3 years) Dy. Manager E3 ↑ (3 years) Assistant Manager E2</p>	

VI	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 **Deputy Manager(HR),Ratnagiri Gas & Power Private Limited, GAIL Jubilee Tower ,5th Floor, B-35 36, Sector-1, Noida-201301**, through postal department-Speed Post/Registered Post only.

E-mails: Hr-eb@rgppl.com