



ODISHA HYDRO POWER CORPORATION LIMITED

Application Format for Company Secretary
Advertisement No. OHPC:HQ:HRD:RECTT:10/2012
Application to be submitted in A4 size paper only]

FILL IN CAPITAL LETTERS AND SIGN AT THE BOTTOM OF EACH PAGE

1. Post Applied For: *Company Secretary*

Paste one recent
passport size colour
photograph signed on
the front.

Do not staple or pin.

2. Name (in Capital Block Letters):

First Name:

Middle Name:

Last Name:

3. (A) Address for Correspondence: (Do not mention your name)

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| STATE | PIN |

Contact Telephone No.

Mobile No.

E-mail :

(Active for the next 12 months)

(B) Nearest Railway Station/Bus Stand from mailing address mentioned above:

State:

4. Date of Birth: (as recorded in Matriculation or equivalent certificate)

Date

Month

Year

5. Age as on 01.11.2012: Years

Month(s)

Day(s)

6. Sex ('V') : Male

Female

(Full signature of candidate) _____

7. Father's/Husband's Name:

8. Category: (Please put a 'V' mark in the appropriate box)

General SC ST SEBC PH

(Candidates belong to SC/ST/SEBC/PH categories must attach the attested copies of relevant certificate issued by the Competent Authority)

9. Additional information: (please put a 'V' mark in the appropriate box)

(A) Ex- Serviceman (B) Sports Person

10. Nationality:

11. Age Relaxation claimed: YES NO (Use 'V' mark)

12. Essential Qualification: (As per the detailed advertisement)

| Examination Passed | Name of the Institute/University | Discipline/Subject | Course Duration | Year & Month of Passing | Percentage of marks up-to two decimal points in aggregate |
|--------------------|----------------------------------|--------------------|-----------------|-------------------------|---|
| | | | | | |

In case of CGPA/Grades please give equivalent percentage (attach photocopies of the certificate and Mark sheet towards proof of essential qualification)

13. EDUCATIONAL QUALIFICATIONS (As per the detailed Advertisement and from Matriculation onwards)
(Please attach additional sheet(s) as per the format below if required)

| Sl. No. | Examination Passed | Name of the Institute/University | Discipline/Subject | Course Duration | Year & Month of Passing | Percentage of marks up-to two decimal points in aggregate/ CGPA |
|---------|--------------------|----------------------------------|--------------------|-----------------|-------------------------|---|
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In case of CGPA/Grades please give equivalent percentage (attach photocopies of the certificate and mark sheet towards proof of educational qualification)

(Full signature of candidate) _____

14. POST QUALIFICATION RELEVANT EXPERIENCE AT EXECUTIVE LEVEL (As per the detailed Advertisement):

(Please attach additional sheet(s) as per the format below if required)

| Sl. No. | Employers Name & Address | Duration (DD/MM/YYYY) | | Post Held/ Designation | Nature of Duties/ Work Details | Gross Annual Emoluments (in Lacs) | Pay Scale |
|---------|--------------------------|-----------------------|---------|------------------------|--------------------------------|-----------------------------------|-----------|
| | | From Date | To Date | | | | |
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DECLARATION:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me & I fulfil these conditions. The details mentioned in the application are true & I shall furnish the necessary certificates in proof of the above along with the application.

If any information/ details found to be incorrect/ false at any stage of the selection or if any fact found to have been concealed by me are detected even after the appointment, my services may be terminated.

Place: _____

Date: _____

(Full Signature of the Candidate)

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Full signature of candidate)_____