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(A Joint Venture of SAIL & DVC) Regd.Office: Ispat Bhawan, Lodhi Road, New Delhi – 110003 (India) Office Address: Hall No.- M-01, Old Administrative Building, Bokaro Steel City, Pin - 827001, Distt. – Bokaro, Jharkhand (India) (CIN: U40300DL2001PTC112074)

Affix recent colour passport size photo (selfattested)

### **APPLICATION FORM** FOR THE POST OF COMPANY SECRETARY IN E-4 GRADE

1.	Advertisement No.:		BPSCL/P&A/Rect/2019/06
2.	Post Applied for and	Grade:	Company Secretary, E-4 Grade
3.	Date of Application:		
4.	Full Name c Applicant:	of First Name:	
		Middle Name:	
		Last Name:	
5.	Father's Name:		
6.	Mother's Name:		
7.	Nationality:		
8.	Aadhaar Number:		
9.	Date of Birth a		
		cate or Birth Certificate:	
10.	Age as on 01.11.20		
11.		tion sought: YES / NO	
12.	Gender:		
13.	Category:		
14.	Marital Status:		
15.	Present Address:		
16.	Nearest Railway Sta	ation:	
17.	Permanent Address		
	Telephone No.: I	andline with STD Code:	
18.		Mobile No.:	
19.	E-mail ID:		

20. Qualification (10<sup>th</sup> / Matriculation onwards):

SI No.	Exam Passed/ Discipline	Name of the Board/University/ Institute	Duration of Course	Whether Regular Course (Yes/No)	Year and Month of Passing	Maximum Marks	Marks Obtained	Marks Percentage/ CGPA

21. Post Qualification Experience (After ICSI): (Start from current/recent organization)

SI No	Name and address of the Company	CPSU/ Central/ State Govt. /Public Limited Company /Listed Company	Post Held	Scale of Pay/ CTC	Duration of Experience		Total Experi- ence	Type of assignment handled/ Specific nature of work / duty*	
		Company			From	То			

#### \* Attach separate sheet, if required

#### 22. Additional Information (For those currently employed in Public Limited Company/ Listed Company)

SI No	Financial Year	Name of the company/ CIN in which the candidate is serving	Annual Turnover of the Company	Listed on Stock Exchange (Yes / No)
i	2017-18			(100,110)
ii	2016-17			
iii	2015-16			

23. Demand Draft Details, as applicable: (Drawn in favour of "Bokaro Power Supply Company (Pvt.) Limited" payable at Bokaro Steel City, Jharkhand

Name of Bank	Branch	Demand Draft No. (6 Digits)	MICR NO. (9 Digits)	Amount

#### **Declaration:**

I hereby declare that all statements / information in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification / experience for the post, my candidature will be rejected *ab initio* and I will not have any right to attend the interview nor will I have the right to claim Travelling Expenses for attending the interview. If any shortcomings is/are detected even after appointment, my services may be terminated.

(Signature)	

(Signature)

Date:

Place:

NIG	me:	
110	line.	

#### Note:

- The eligible candidate should duly fill in the application form with signature, enclose the requisite documents and send it in through Speed Post ONLY in an envelope superscribing "Advertisement Number.." and "Post Applied For.." to 'Dy. Manager (P&A), BPSCL, Hall No. M-01, Old Administrative Building, Ispat Bhawan, Bokaro Steel City- 827001, Jharkhand', so as to reach **on or before the last date i.e. 30.11.2019**. Applications sent through any other means, including by Fax/E-mail or hand delivery will not be entertained.
- 2. Documents to be enclosed (self-attested photocopies):- As mentioned in SI. No. 16(B) of the Advertisement.

## STATEMENT OF DOCUMENTS ENCLOSED WITH THE APPLICATION FORM

SI.No.	Documents Enclosed		Status (Tick the relevant column)		
01.140.	Documents Enclosed	Yes	No	NA	
1.	Demand Draft for prescribed amount				
2.	Proof of Date of Birth (Birth Certificate or 10 <sup>th</sup> / Matriculation Certificate)				
3.	Proof of Caste – SC/ST in format prescribed by Gol				
4.	Latest OBC Certificate (Non-Creamy Layer) in GoI prescribed format				
5.	Ex-Serviceman / Discharge Certificate from Defence services				
6.	PWD Certificate issued by Competent Authority				
7.	Qualification Certificates/Mark sheets (Semester-wise/as applic	able):-			
	10 <sup>th</sup> / Matriculation				
	12 <sup>th</sup> /Intermediate				
	Graduation Degree				
	ICSI (Mark Sheets and Certificate of Membership)				
	All Additional qualifications				
8.	Proof of all Post-qualification Experience [as mentioned in SI.No. 16(B)(c) of the advertisement]				
9.	Proof of Annual Turnover of Public Ltd./Listed Company in FY 2015-16, 2016-17 and 2017-18				
10.	Proof of Emoluments/CTC				
11.	Any other document enclosed:(Please mention)				

(Signature of Applicant)