

**FORMAT FOR APPLICATION AGAINST NOTIFICATION NO. REC/2021/02
FOR RECRUITMENT TO THE POST OF HEAD INFORMATION TECHNOLOGY**

To,
The General Manager (HR&A),
W.B.S.E.T.C.L.,
8th Floor, 'D' Block,
Vidyut Bhavan,
Kolkata- 700091.

Space for recent
colour passport
size photograph

Personal Information

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| 01. | NAME IN FULL (in block letters) | | | | | | |
| 02. | FATHER'S NAME (in block letters) | | | | | | |
| 03. | ADDRESS | (a) Present | | | | | |
| | | (b) Permanent | | | | | |
| 04. | MOBILE NUMBER | | | | | | |
| 05. | E-MAIL ID | | | | | | |
| 06. | DATE OF BIRTH (DD/MM/YYYY) | | | | | | |
| 07. | GENDER | | | | | | |
| 08. | NATIONALITY | | | | | | |
| 09. | RELIGION | | | | | | |
| 10. | CATEGORY (Please ✓ against the appropriate option) | General (Unreserved) / Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Class (OBC-A) / Other Backward Class (OBC-B) | | | | | |
| 11. | MARITAL STATUS | | | | | | |
| 12. | LANGUAGES KNOWN | Read: | | | | | |
| | | Write: | | | | | |
| | | Speak: | | | | | |

13. Details of Present / Last Employment

| | | | | | | | |
|----|---|------------------|-----------|------------|----------------------------|-------------------------|--------------|
| a) | NAME & ADDRESS OF THE EMPLOYER | | | | | | |
| b) | DESIGNATION / PLACE OF POSTING | | | | | | |
| c) | EMOLUMENTS | Basic Pay | DA | HRA | Special Pay, if any | Other Allowances | Total |
| | | | | | | | |

14. Educational Qualification **

(Start from Matriculation and attach self-attested copies of the Certificates and Mark Sheets)

| Sl. No. | Name of the Examination | Board / University/Council | Year of Passing | Percentage of Marks |
|---------|-------------------------|----------------------------|-----------------|---------------------|
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| E | | | | |

15. Work Experience **

(Please state chronologically and attach self-attested copies of proof)

| Sl. No. | Name of the Organisation | Organisation Type (Govt/Pvt.) | Post Held & Scale of Pay | Period | | Nature of Job |
|---------|--------------------------|-------------------------------|--------------------------|--------|----|---------------|
| | | | | From | To | |
| A | | | | | | |
| B | | | | | | |
| C | | | | | | |
| D | | | | | | |
| E | | | | | | |

16. Total years of experience in handling IT integration projects

17. Number of years of Experience as Additional Chief Engineer/ Additional General Manager or equivalent

18. Name of the SAP ERP Modules, in which the Candidate has Work Experience
(Please ✓ against the appropriate option)

- Material Management
- Plant Maintenance
- Project Systems

- Finance & Controlling
- Human Capital Management

19. SPECIAL ACHIEVEMENTS / AWARDS

**** May attach extra sheets if required**

Declaration and Signature

I do, hereby, declare that all the details furnished in this application and the attached documents are true, complete and correct to the best of my knowledge and belief. I, further declare that no vigilance/Criminal case is pending against me. I understand that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled.

Date:

(Signature of the Candidate)

Place: