



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	
f	Category(please attach caste/disability/Ex-servicemen certificate)	
i	Nationality	



II ACADEMIC & PROFESSIONAL QUALIFICATION (Starting from Matriculation)

Sl No	Qualification	Subjects/ Specialization	Duration		Date, Month & Year of Passing [dd/mm/yy format]	College/ Institute/ Universi ty	%of marks/ Division/ Grade Etc (copies of Mark sheet & Certificate 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

<u>Experience details (Backwards from present position)</u>							
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. Class X passing certificate /Mark sheet for Name and DOB proof, Aadhar Card and PAN Card, Details of engineering degree - Consolidated Mark sheet/ Transcript/ all semester mark sheets/ Degree clearly indicating aggregate % of marks in all semesters iv. Marks conversion formula from the university/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI etc. into percentage (%)
2. Please mention details of all positions held & Job Profile/Work handled in an organization separately
3. Please attach documents supporting your experience & salary as mentioned in section – IV. Experience w/o supporting documents will not be considered.
4. Please indicate period of training/ apprenticeship etc. separately. Training will not be considered as relevant Experience.



V	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 **Manager (HR), Ratnagiri Gas & Power (Pvt) Ltd, Anjanvel, Taluka Guhagar, District Ratnagiri, Maharashtra-415634**, through postal Department-Speed Post/Registered Post only.
E-mail: recruitment@rgppl.com