

**SOLAR ENERGY CORPORATION OF INDIA**  
**NEW DELHI – 110 017**

**APPLICATION FOR THE POST OF  
COMPANY SECRETARY IN E-6 GRADE**

Affix your recent  
(passport size)  
colour  
photograph and  
sign across

**APPLICATION FORMAT**

<b>1.</b>	<b>Name</b> (in Block Letters)		
<b>2.</b>	<b>Address</b> with Pin Code (in Block Letters)	<u>Present Address</u>	<u>Permanent Address</u>
<b>3.</b>	<b>Telephone number</b> (with area STD code)		
<b>4.</b>	<b>Mobile No.</b>		
<b>5.</b>	<b>E-mail ID</b>		
<b>6.</b>	<b>Date of Birth</b>		
<b>7.</b>	<b>Religion</b>		
<b>8.</b>	<b>Category</b> (Please ✓ the appropriate category)	<b>General</b>	
		<b>OBC - Non Creamy</b>	
		<b>SC</b>	
		<b>ST</b>	
<b>9.</b>	<b>Are you PWD</b> [If yes please indicate the disability and percentage of disability]		
<b>10.</b>	<b>Nationality:</b>		

**11. Academic & Professional qualifications** (starting from 10<sup>th</sup> standard onwards. Attach additional sheet if required)

Sl. No.	Qualification	Branch	Duration		Month & Yr of Passing (mm/yy)	College Institute/ University	% of marks/ Division/ Grade etc.	Full time/ Part time/ Correspondence
			From (mm/yy)	To (mm/yy)				

**12. Work Experience** (Please give complete details starting from present position moving backwards. Attach additional sheet if required)

Sl. No.	Period of employment		Name of the Organization with full address of the place of posting	Designation held	Job profile	Pay scale and current basic pay
	From (mm/yy)	To (mm/yy)				

13	How soon can you join if offered appointment in SECI	
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14	Have you ever been convicted by any court of law or any court case is pending against you or any disciplinary proceedings /enquiry is pending against you or any penalty has been imposed upon you? If yes, give details.	Yes / No
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**Note:** Self-attested photocopies of documents pertaining to date of birth, qualifications, experience etc. must be attached with the application form. Applications without the documents will not be considered.

### **DECLARATION**

I hereby certify that the information provided above is true to the best of my knowledge and in case any information as above is found to be false or in-correct or suppressed at any stage, I understand that I am liable to be terminated from the services of Solar Energy Corporation of India forthwith without prejudice to any other legal and disciplinary action as deemed fit by the Management.

**Undertaking:** I have gone through the advertisement and the General Terms and Conditions mentioned therein and fulfil all the conditions / requirements specified therein.

**(Signature of Candidate)**

**Place:**

**Date:**