

FORMAT OF APPLICATION

Select the suitable / appropriate option of mode of application (☑)

- Applying through Proper Channel ☐
- Producing NOC at the time of Interview ☐

Affix here passport
size photograph

Applied Post Name with Cadre	Assistant General Manager (Law)
Grade	E6

1.	Name of Applicant (In Block Letter)	
2.	Father Name	
3.	Mother Name	
4.	Date of Birth of Applicant	
5.	Age in Years, Month & days (as on 01/05/2025)	
6.	Sex (Male / Female)	
7.	Marital Status (Married / Single)	
8.	Whether SC/ST/OBC/EWS/ General (Enclose Caste / Income Certificate)	
9.	Religion	
10.	Minority	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Ex. Servicemen	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Person with Disabilities (PwD) Details of Disabilities: (Certificate of Disabilities to be enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Contact Details	
	a) Communication Address (In detailed with PIN code)	
	b) Permanent Address (In detailed with PIN code)	

14.	Primary Mobile No.:	
	Alternative Mobile No.:	
15.	Email Address (In Block letter)	
16.	Present Employer Name and Address with contact details	
17.	a) Present Employer Type [Tick mark (☑) appropriately]	<div>CPSE : <input type="checkbox"/></div> <div>CPSE Subsidiary : <input type="checkbox"/></div> <div>CPSE JV : <input type="checkbox"/></div> <div>Central Government Organization : <input type="checkbox"/></div> <div>State PSE : <input type="checkbox"/></div> <div>Private Organization : <input type="checkbox"/></div>
18.	a) Scale of Pay & Date of entry in the scale of pay	
	b) Grade & Date of Entry in the Grade	
	c) Place of Posting (Date since when)	
19.	Monthly Gross Salary (on reckoning date) (For applicant having pay pattern other CDA/IDA or working in Private Organizations)	
20.	Essential Qualification Details [As per Notification with Date of Passing]	Date of Passing:
21.	Educational Qualification Details	
	Examination	Course Name / Details
	Date of Passing (dd/mm/yyyy)	Specialization / Subjects
	% of Marks	Remark
	SSC / Matric / 10 th	
	HSC / 12 th	
	Graduation	
	Post-Graduation	
	Professional / Other Courses / Certificate	

22.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work)						
	Name of Organization	Designation	Scale of Pay	From	To	Duration (Years, Month & Days)	Nature of Work With notable contributions if any.
	Total Experience as on 01/05/2025 (Years, Months & Days)						
23.	Details of Punishment if any in the last 10 years.						
24.	Have you ever been convicted, if yes, details?						
25.	Any criminal case against you, if yes, details.						
26.	Disclosure of Information under Right to Information Act, 2005 – I hereby opt out the option of disclosure of information under Right to Information Act, 2005. Yes, Disclose <input type="checkbox"/> No Disclosure <input type="checkbox"/>						

27. Declaration (Tick mark ☒):

- ☐ I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.
- ☐ I hereby solemnly affirm and declare that I am free from Disciplinary / Vigilance angle and no proceedings have been contemplated or pending against me in the present organization. In case any information comes to my notice, I will inform HCL of the same immediately.
- ☐ I have not concealed any information.
- ☐ However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
- ☐ I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)
(Name of Applicant)

Place:

Date:

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