

FORMAT OF APPLICATION

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

- Applying through Proper Channel ☐
- Producing NOC at the time of Interview ☐
- Not Applicable (as in Private Organization) ☐

Affix here passport
size photograph

1.	Applied Post Name with Cadre / Discipline	
2.	Applied Post Grade	
3.	Name of Applicant (In Block Letter)	
4.	Father Name	
5.	Date of Birth of Applicant	
6.	Age in Years, Month & days (as on 01/09/2026)	
7.	Sex (Male / Female)	
8.	Marital Status (Married / Single)	
9.	Whether SC/ST/OBC/EWS/ General / Minority (Enclose Caste Certificate)	
10.	Contact Details	
	a) Communication Address (In detailed with PIN code)	
	b) Permanent Address (In detailed with PIN code)	
	c) Mobile No.	
	d) Email Address (In Block letter)	
11.	a) Present Employer Name and Address with contact details	
	b) Present Employer Type [Tick mark (☑) appropriately]	CPSE : ☐ CPSE Subsidiary : ☐ CPSE JV : ☐ Central Government Organization : ☐ State PSE : ☐ Private Organization : ☐

12.	Present Employment Details				
	a) Designation				
	b) Scale of Pay				
	c) Date of Entry in the Scale of Pay				
	d) Grade / Level				
	e) Date of Entry in the Grade				
	f) Place of Posting (Date since when)				
	g) Monthly Gross Salary (For applicant/s, as per note below Table-4 of Notification. Copy of Pay Slip for last 3 months with bank statement to be attached)				
	h) Turnover of the Organization - (Attach copy of Profit & Loss Statement for FY 2025-26)				
13.	Essential Qualification Details [As per Para [4(a)] of the Notification with Date of Passing]				
14.	Educational Qualification Details (Enclose the copy of the Mark Statement and Certificate)				
	Name of Examination	Name of Board / University	Specialization	Date of Passing (dd/mm/yyyy)	Remark
	SSC / Matric / 10 th		NA		
	HSC / 12 th				
	Graduation				
	Post-Graduation				
	Professional / Other Courses / Certificate				
	Other Qualification				
	Other Qualification				
15.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work / Job Description)				
	Name of Organization	Designation	From	To	Duration (Years, Month & Days)
					Nature of Work With notable contributions if any.
	Total Experience as on 01/09/2026 (Years, Months & Days)				

16.	Details of Punishment if any in the last 10 years.	
17.	Have you ever been convicted, if yes, details?	
18.	Any criminal case against you, if yes, details.	
19.	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 ☐ No Disclosure ☐	

CHECK-LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

(Applicant must state the status of document attached in column 'C' of table below)

SN	Record Description	Status of Attachment	Office Use (To be verified by HCL)	
		Yes / No / NA	Document Attached.	Remark
A	B	C	D	E
i.	Annexure-I (Application Form)			
ii.	Caste Certificate			
iii.	Disability Certificate			
iv.	Copy of 10 th Class Certificate / School Leaving Certificate.			
v.	Copy of 12 th Class / Diploma Certificate and Mark-sheet.			
vi.	Graduation Mark-sheet and Certificate (All Semester / Consolidated)			
vii.	Post Graduate Degree / Diploma Mark-sheets and Certificate			
viii.	Professional / Other Qualification Certificate and Mark-sheets			
ix.	PhD Degree in relevant discipline			
x.	Certificate of Competency (Statutory Certificate for Mining)			
xi.	Certificate of Equivalence (For essential qualification)			
xii.	NOC			
xiii.	Record of existing Scale of Pay			
xiv.	Record of Company Turnover for current Employer (P&L Statement for FY 2025-26 – Relevant Page)			
xv.	Experience Certificate-1			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xvi.	Experience Certificate-2			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xvii.	Experience Certificate-3			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xviii.	Experience Certificate-4			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			

SN	Record Description	Status of Attachment (Yes / No / NA)	Office Use (To be verified by HCL)	
			Document Attached.	Remark
A	B	C	D	E
xix.	Experience Certificate-5			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xx.	Experience Certificate-6			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxi.	Experience Certificate-7			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxii.	Experience Certificate-8			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxiii.	Experience Certificate-9			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxiv.	Experience Certificate-10			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			

20. Declaration:

- 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 confirm that all required documents validating my education and experience are attached per Para 10(iv) of the advertisement. I acknowledge that submitting incomplete information or missing proof of eligibility can result in the rejection of my application.
- I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)
(Name of Applicant)

Place:

Date:

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**CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION
CERTIFICATE**

(Certificate by the present employer to be issued on the letter head of the organization)

1. Certified that the particulars furnished by Mr./Ms. _____,
Designation: _____, Scale of
Pay _____ (Grade: _____) have been checked from available
records and found correct. He / She possesses the educational qualification and year
of experience mentioned in the notification.
2. This is also certified that his above mentioned scale of pay and grade is equivalent to
the DPE's scale of pay of Rs. _____ and Grade: _____ and his
selection to the applied post shall not result in any grade jump (as per DPE's OM No.
W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03.08.2017 [in case of pre-revised scale of
pay the relevant DPE OM(s) for pay revision] *(kindly read note no. (1) given below)*.
3. Certified that no vigilance / Disciplinary case is either pending or contemplated against
the applicant.
4. It is certified that no major / minor penalties have been imposed on the applicant during
the last 10 years.
5. We do not have any objection for his / her candidature for the applied post as per
advertisement No. Estt./1/2035/2026-27 dated 09/09/2026.

(Signature)

Name, Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

List of Enclosure: If any.

Note:

1. Para (2) above is applicable for a CPSE's having same scale of pay for multiple grades as
enumerated in Para [5(f)] of the notification.

परफॉर्मा / Performa

Form of declaration to be submitted by the candidate of OBC Category (in addition to the community certificate)

I.....son/daughter of
Shri.....resident of
village/town/city.....district.....
State.....hereby declare that I belong to the
..... community which is recognized as a
backward class by the Government of India for the purpose of reservation
in services as per orders contained in Department of Personnel and
Training Office Memorandum No. 36102/22/93- Estt(SCT) dated
8.09.1993. It is also declared that I have read and understood the
instructions contained in the said DoP&T OM dated 8.09.1993, and OM No.
36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare
that I do not fall under OBC (Creamy Layer) category on the basis of income
for the immediate preceding three financial years.

Signature.....

Full Name.....

Place.....

Date.....