

Application Format

To,
The General Manager (P&IR),
Eastern Coalfields Limited.

Through Proper Channel.

Latest passport
size photograph
with name and
Date of Birth
printed on the
photograph (duly
attested by the
last Controlling
Authority

Sub:- Application for the post of _____.

Sir,

In response to advertisement No.....dated.....2020, I am offering my candidature for the above post for your kind consideration. My bio-data is given hereunder in the prescribed format for engagement of retired statutory & essential employees.

1. Name of the post applied for :
2. Name (in block letter) :
3. Date of Birth :
4. Date of Superannuation :
5. Last Post Held :
6. Last Place of Posting : Unit: Area: Company:
7. Last pay drawn (last payslip to be enclosed duly attested by last controlling authority.)
 - a) Grade :
 - b) Basic :
 - c) D.A :
8. Father's Name :
9. Present Address :
10. Permanent Address :
11. Qualification (certificate to be enclosed duly attested by last Controlling Authority)
12. Cast: (General/SC/ST/OBC (Non Creamy layer) (Certificate to be enclosed)
13. Experience :
14. Other information, if any :

Encl: Attested copies of certificates, salary details with Last payslip, PP size Photograph from the last controlling Officer.

Signature of the Candidate