



# BHAGYANAGAR GAS LIMITED

(A Joint Venture of GAIL (India) Ltd. & HPCL)

## APPLICATION FOR EMPLOYMENT

Sl.No.

Please affix your  
Passport size  
Photograph

Name of the post : .....

Pay Scale: Rs.....

### PERSONAL DATA

1. (i) Category :  SC  ST  OBC  OH  VH  HH  XSMN

(Tick in appropriate box if applicable)

(ii) Name : .....

(in Capital Letters – Underline Surname)

Registered office : 2<sup>nd</sup> Floor, Parishrama Bhavan, APIDC Building,  
Basheer Bagh, Hyderabad-5000 04

iii) Father's / Husband's Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_

2. (i) Present Postal Address: \_\_\_\_\_  
\_\_\_\_\_

(ii) Telephone No. : Office \_\_\_\_\_/Resi. \_\_\_\_\_

(iii) Telegraphic Address/ Telex No. If any. \_\_\_\_\_

(iv) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

v) Home town: \_\_\_\_\_

3. (i) Date of Birth: \_\_\_\_\_

(ii) Exact Age: \_\_\_\_\_ Year \_\_\_\_\_ Months \_\_\_\_\_

(iii) State to which you belong: \_\_\_\_\_

(iv) Nationality: \_\_\_\_\_ (v) Religion: \_\_\_\_\_

4. (i) Height: \_\_\_\_\_ cms. (ii) Weight: \_\_\_\_\_ Kgs.

(ii) Power of Glasses if used:  
Right \_\_\_\_\_ Left \_\_\_\_\_

(iii) Do you suffer from any major ailment (e.g., Heart disease, T.B., Cancer etc.)?  
Yes / No

If yes, give details:

5. In case of SC / ST / OBC, state Caste / Tribe:  
Also attach attested copy of Certificate from prescribed authority:

6. In case Physically handicapped, give details of physical defects. Also attach  
attested copy of Certificate from competent medical authority.

7 In case Ex-Serviceman state:

(i) Rank..... (ii) Corps/ Regiment No.....

(iii) Date of Commission.....(i v)Date of Discharge .....

(v) Date of start of pre-commission training, if any .....

(vi) Education of Military, .....

8. (a) Sex: Male/Female (b) Marital status: Single/Married/Widowed/divorcee

(c) Details of Children:

S.N.	Name	Age	Sex	Class in which studying
1.				
2.				
3.				

(d) Details of other Dependants if any:

S.N.	Name	Age	Sex	Relationship	Remarks
1.					
2.					
3.					
4.					
5.					

(e) Is Your spouse employed?

If so, give details of the organisation and place of posting etc.

Yes / No

**ACADEMIC & PROFESSIONAL QUALIFICATION**

9. Details of Academic & Professional Qualifications (Matriculation onwards). Also mention details of statutory qualifications, if any, required for the post.

Examination/ Degree passed	College/ Institution	Year of Joining	Year of Leaving/ passing	Board/ Univer- sity	Class/ Division obtained	%of marks obtained	main subjects studied	Remarks

10. Details of Membership of Professional Bodies/ Institutes/Associations, if any

Status of Membership	Institution/ Association	Year of Enrolment	Whether recognized by Govt. of India as equivalent to Degree etc.	Whether awarded after passing prescribed Exam.

11. Proficiency in Languages;						
	Languages	Can read	Can write	Can speak		
Mother Tongue						
Other languages						
1.						
2.						
3.						
4.						
<b>Training &amp; Attainments</b>						
12. Details of Training / Apprenticeship etc.:						
S.No.	Name of Institute or Employer	Nature of Training or Apprenticeship/ Main Contents of the course	From	To	Examination passed if any	Pay/ Stipend if any
<b>PARTICULARS OF EXPERIENCE</b>						
13. Total Experience ..... Years .....Months.						

14. Details of experience starting from present with scales. Please give details of different positions held in each organisation with dates:

Employer's Name & Complete address (start from present employer)	Period of Employment		Duration		Designation and scale of pay	Basic Pay	Total Emolument	Exact nature of duties/functions	Reason for leaving
	From Date	To Date	Year	Month					

**GENERAL INFORMATION**

15. (a) Details of Salary being drawn in the present post as on the date of application:

Scale of pay	Date of entry in the scale	Date of next Increment	Basic Pay	Special Pay, if any	DA/ADA / VDA	Total

(b) Other allowances and Perks:						
CCA	Site/Project/ Construction Allowance	HRA	Annual Bonus %	Approx. monthly value of incentive bonus, if any	Value of other Perks e.g. free house/ electricity / Water etc.	Gross emoluments per month inclusive of all allowances and value of perks
<p>16. If retired from Govt. / defence Services, give details of pension/equivalent of pensionary benefits.</p> <p>17. (a) Basic Pay acceptable <input type="text"/> (b) Minimum time required to join, if selected <input type="text"/></p> <p>18. Are you prepared to serve anywhere in A.P.? Yes/ No</p> <p>19. Have you been an applicant for any post in this Company before? Yes/No, If 'yes' Give the following details:</p>						
Employment Advertisement No.	Name of Post	If called, date of interview	Whether selected/ offered appointment	Remarks		

<p>20. Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary / vigilance case pending/ever instituted against you or have you been barred / disqualified by a Public Service Commission /University or any other educational authority form appearing in its examinations ?</p> <p style="text-align: center;">Yes / No</p> <p>If yes, give details:</p>				
<p>21. Are you related to any of the Directors of BGL? Is any of your relatives employed in BGL.</p> <p style="text-align: center;">Yes / No</p> <p>If 'Yes' give the following details:</p>				
Name	Designation	Place of Posting	Relationship	
<p>22. Have you ever been abroad? If so, give particulars:</p>				
Country visited	Date of Departure	Date of Arrival	Duration of Stay	Purpose of visit

23. Extracurricular Activities:

24. Details of Research Works, Books / Papers etc. Published, if any

25. References:

(These persons should be residents of India and holder of responsible positions and they should be intimately acquainted with your character and work but must not be relatives)

Name	Address	Occupation or Position

26. Any other relevant details/ information not covered above, that you may wish to furnish

27. List of documents attached (True copies)

I certify that

- (a) The information furnished above is correct.
- (b) I am / am not employed in Govt. /Statutory Organisation /Public Sector Undertaking
- (c) My application has / has not been forwarded through proper channel.
- (d) I am ready to join BGL after resigning the post / retaining protective lien on my present post in Government / Public Undertaking.

Delete whichever is inapplicable.

Date.....

Signature of Applicant

**FOR OFFICIAL USE ONLY**

The entries regarding age, qualifications etc. made above have been verified by me with the originals and found correct. The following Degrees/Certificates/Testimonials have not been produced for verification.

Representative of HRD Deptt.

## **INSTRUCTIONS FOR FILLING THE APPLICATION FORM**

Kindly make sure that all the instructions given below are complied with failing which your application is liable to be rejected.

1. All entries in this form should be typed or written neatly.
2. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
3. Application forms from employees of Government/Public-Sector Undertaking/Statutory Organizations must be sent through proper channel.
4. Incomplete application will not be considered.
5. Attested copies and testimonials should be attached with the form, if not already sent All enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees and testimonials should not be sent.
6. All the information given in the application form should be correct. Any mis-statement / Suppression of facts would render the candidate liable to rejection and termination after appointment.
7. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Company will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should, therefore, arrange for redirection of communications to their changed address.
8. A recent passport size photograph should be affixed on the application form.