



# EDC Limited

(A Government of Goa Undertaking)

1<sup>st</sup> Floor, EDC House, Dr. Atmaram Borkar Road,  
Panaji, Goa 403001.

CIN: U65993GA1975SGC000214

## APPLICATION FORM FOR RECRUITMENT

Please affix your  
recent  
coloured  
passport size  
duly self-attested  
PHOTOGRAPH  
here

**Applicant's Name:** \_\_\_\_\_

**Post Applied for :** \_\_\_\_\_

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**Recruitment of : 1) Assistant Manager - 1 no.**

**2) Junior Assistant - 1no.**

**3) Junior Assistant (Trainee) - 1 no.**

The details and the criteria for the recruitment of the posts of Assistant Manager (ST) and Junior Assistant shall be as under:

Name of the post	No. of posts (Category)	Starting basic pay in level (Rs.)	Upper Age Limit	Minimum Qualification
Assistant Manager	<b>1</b> <b>(ST)</b>	35,400 ( in pay level 6)	50 years	Chartered Accountant
Junior Assistant	<b>1</b> <b>(UR)</b>	25,500 ( in pay level 4)	45 years	B.com (with minimum 60% marks) with MBA full time from recognized Institution/University

The details and the criteria for the recruitment of the post of Junior Assistant (Trainee) shall be as under:

Name of the post	No.of Posts (Category)	CTC (in Rs)	Upper Age Limit	Tenure	Minimum Qualification required
Junior Assistant (Trainee)	<b>1</b> <b>(OBC)</b>	30,000	48 years	2 years	B.E/B.Tech (with minimum 60% marks in Mechanical/Civil/Electrical/Computer Engineering)

The CTC to be borne for the post of Junior Assistant (Trainee) shall be Rs.30,000/-p.m during first year and Rs. 35,000/-p.m during 2<sup>nd</sup> year of training.

**Full Name in Block Letters:**

Mr. / Ms.

\_\_\_\_\_

(FIRST NAME) (MIDDLE NAME) (SURNAME)

<u>Present Address</u>	<u>Permanent Address</u>
<b>Telephone No. (Residence):</b> _____ <b>(Mobile):</b> _____	
<b>Email Id:</b> _____	

Date of Birth	Age	Place of Birth	Gender	Marital Status	Nationality

Employment Registration No.	Height (m)	Weight (kgs)	Domicile (years)

Family				
Relation	Name	Age (yrs)	Education	Occupation
Father				
Mother				
Spouse				
Children				
Sibling(s)				

Languages Known	Can Speak (✓)	Can Read (✓)	Can Write (✓)

<b>Education</b>					
<b>Name of Examination</b>	<b>School/College/ University/Institution</b>	<b>Year (mm/yyyy)</b>		<b>Examination passed and major subjects</b>	<b>% of Marks</b>
		<b>From</b>	<b>To</b>		
<b>School Education</b>					
<b>Std X</b>					
<b>Std XII</b>					
<b>Graduation</b>					
<b>Year I</b>					
<b>Year II</b>					
<b>Year III</b>					
<b>Year IV</b>					
<b>Post Graduation</b>					
<b>Year I</b>					
<b>Year II</b>					
<b>CA Certification</b>					
<b>Foundation</b>					
<b>Intermediate</b>					
<b>Final Course</b>					
<b>Others</b>					

Any gaps ✓: Y  N  No. of years:  years  months

Reason:

<b>Any Other Certificate Course (Please specify below)</b>				
<b>Name of the Course</b>	<b>Duration of course</b>	<b>Month and Year of passing</b>	<b>Name of Institution</b>	<b>Principal subject studied</b>
<b>Certificate Course</b>				
<b>Diploma Course</b>				

<b>Work Experience, if any (in Chronological order)</b>					
<b>Name and address of the employer</b>	<b>Last position held and main responsibilities</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>	<b>Reason for Leaving</b>	<b>Salary and perquisites</b>

<b>Training (Specialized/ Technical/ Behavioral Training)</b>				
<b>Name and address of Institution</b>	<b>Particulars of Training</b>	<b>Period of Training</b>		<b>Certificate obtained</b>
		<b>From</b>	<b>To</b>	

Any gaps ✓: Y   No. of years: years  months

Reason:

<b>Significant Achievements:</b> (List achievements in sports/ cultural and co-curricular activities)

<b>Any other information:</b> Write about yourself as a person and furnish any additional information about yourself which you feel will be helpful in considering the application for employment with us. You may attach your resume.

<b>Self-attested enclosures attached: (✓ in box)</b>		
<input type="checkbox"/>	<b>Coloured photograph on application form</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Address proof</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Birth Certificate</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Employment Exchange Registration card</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Mark sheets of all examination indicated</b>	<input type="checkbox"/>
		<b>Certificates of all courses/ training indicated</b>
		<b>Work experience certificate, if any</b>
		<b>Certificates of significant achievements</b>
		<b>Minimum 15 years domicile</b>
		<b>Caste Certificate</b>

<b>If selected I can join EDC by:</b>	
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I hereby certify that the information provided above is true and correct to the best of my knowledge and nothing has been concealed or distorted. Any false or misleading information provided on this form or any other document may result in my employment being terminated.

<b>Place:</b>	<b>Signature</b>
<b>Date:</b>	