



EDC Limited

(A Government of Goa Undertaking)

1st 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 : _____

EDC Limited

(A Government of Goa Undertaking)

1st Floor, EDC House, Dr. Atmaram Borkar Road,

Panaji, Goa 403001.

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Recruitment of : 1) Assistant Manager - 1 no.

2) Attendant cum Driver - 2 nos.

The details and the criteria for the recruitment of the posts of Assistant Manager (ST) and Attendant cum Driver 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	1 (ST)	35400 (in pay level 6)	50 years	Chartered Accountant
Attendant cum Driver	2 (UR)	19900 (in pay level 2)	45 years	SSCE or equivalent with driving license of light vehicle with minimum 2 years of unblemished driving experience Desirable:ITI (electrical) or ITI (mechanic motor vehicle) or Diploma in Automobile engineering

<p>Full Name in Block Letters:</p> <p>Mr. / Ms.</p> <p>_____</p> <p>(FIRST NAME)(MIDDLE NAME) (SURNAME)</p>
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Present Address	Permanent Address

Telephone No. (Residence):	(Mobile):
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Email Id:

Date of Birth	Age	Place of birth	Sex	Marital Status	Nationality

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

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

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

Education						
Name of Examination	School/College/ University/Institution	Year (mm/yyyy)		Examination passed and major subjects	% of Marks	
		From	To			
School Education						
Std X						
Std XII						
Graduation						
Year I Semester						
Year II Semester						
Year III Semester						
Year IV Semester						
Post Graduation						
Year I Semester						
Year II Semester						
Others						

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

Reason:

Certificate Course				
Name of the Course	Duration of course	Month and Year of passing	Name of Institution	Principal subject studied
Certificate Course				
Diploma Course				

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

Work Experience, if any (in Chronological order)					
Name and address of the employer	Last position held and main responsibilities	Date of joining	Date of leaving	Reason for Leaving	Salary and perquisites

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

Reason:

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

Any other information: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.

Self-attested enclosures attached: (✓ in box)

<input type="checkbox"/>	Coloured photograph on application form	<input type="checkbox"/>	Certificates of all courses/ training indicated
<input type="checkbox"/>	Address proof	<input type="checkbox"/>	Work experience certificate, if any
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Certificates of significant achievements
<input type="checkbox"/>	Employment Exchange Registration card	<input type="checkbox"/>	Minimum 15 years domicile
<input type="checkbox"/>	Mark sheets of all examination indicated	<input type="checkbox"/>	Caste Certificate

Note: If applying for Driver position, please attach a valid driving license.

If selected I can join EDC by:

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.

Place:

Date:

Signature