



**Godavari Gas Private Ltd**  
(A JV of APGDC and HPCL)

Registered office: 13-1-51, 2<sup>nd</sup> floor, Surya Rao Peta,  
Main Road, Kakinada,  
Andhra Pradesh- 533001.

APPLICATION FOR EMPLOYMENT

Name of the post: .....

Please affix  
your recent  
passport size  
colour  
photograph

1. (i) Name: .....  
(First name)(middle name) (surname)

(ii) Father's / Husband's Name: .....

2. (i) Address for communication:.....  
.....

(ii) Telephone No.: Mobile. .... / Resi. ....

(iii) Valid E-Mail Id for communication: .....  
.....

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

(ii) Exact Age:.....(Year).....(months) .....(Days)

(iii) State to which you belong: .....

(iv) Nationality: ..... (v) Religion: .....

4. (a) Sex: Male / Female (b) Marital status: Married / Unmarried

**ACADEMIC & PROFESSIONAL QUALIFICATION:**

5. 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 passing	Board / University	Class / Division obtained	% of Marks obtained	Main Subjects studied	Remarks

6. 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

7. Proficiency in Languages:

	Languages	Can read	Can write	Can speak
Mother Tongue				
Other Languages 1. 2.				



11. 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 from appearing in its examinations?

Yes / No

If yes, give details:

12. Are you related to any Directors of GGPL and its parent companies?

Yes / No

If 'YES' give following details:

Name	Designation	Place of Posting	Relationship

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

14. List of documents attached (True copies)

I certify that

(a) That information furnished above is correct.

I am ready to join GGPL within....days from the date of receipt of advice from GGPL.

I am willing to work in any part of India, if selected.

Date.....

Signature of Applicant

## 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 format 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. Incomplete application will not be considered.
4. Self attested copies of testimonials should be attached with the form, 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.
5. All the information given in the application form should be correct. Any mis-statement/suppression of facts would render the candidate for summary rejection and termination after appointment.
6. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Company will to 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.
7. A recent passport size colour photograph should be affixed on the application form.