

**APPLICATION FORM (Advt.No.74/2018) – 05 Pages**

**Checklist of self-attested true copies of testimonials attached with the application form. To be submitted along with the application**

[Please read **point no. VIII (Documents to be enclosed along with the applications) of Web advertisement**, fill all the fields carefully and ensure that the details mentioned are accurate. Non-compliance will lead to rejection of application]

Sl. No.	Particulars	Name of document(s) attached	Serial number of the page
1	Proof of Age-(refer point VIII (a) (1) of web advt.)		
2	Educational qualification [Class X, XII, Diploma, Degree, Post-Graduation (as applicable for the post applied for)]-(refer point VIII (a) (2) of web advt.)		
3	Work Experience-(refer point VIII (a) (3) of web advt.)  (i) Experience letter indicating the date of joining as well as relieving from <b>all previous employers</b>  (ii) Proof of date of joining Current employment.  (iii) Proof of continuity of current employment – Pay slip for the month of <b>December 2017</b>		
4	Caste certificate [SC/ST/OBC (Non-Creamy Layer)] issued by Competent Authority - (refer point VIII (a) (4) of web advt.)		
5	PWD certificate issued by Competent Authority-(refer point VIII (a) (5) of web advt.)		
6	Ex-serviceman related documents-(refer point VIII (a) (6) of web advt.)		
7	No Objection Certificate (NOC) - (refer point VIII (a) (7) of web advt.)		
8	MRPL's copy of Application fee challan--(refer point VIII (a) (8) of web advt.)		
9	Any other relevant document		

**Declaration by the candidate:**

I hereby declare that I have read and understood point no. VIII(Documents to be enclosed along with the applications) of Web advertisement. I have attached self-attested true copy of all the documents applicable to me and the details of the documents attached is mentioned above. I am aware that, in case any of the document mentioned is not attached or if any of the document attached is not in order, my application will be rejected and no communication will be made to me in this regard by MRPL.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**

(A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L23209KA1988GOI008959

Page 10 of 13

1. Post applied for : \_\_\_\_\_
2. Name of the candidate: \_\_\_\_\_
3. Father's / Husband's Name: \_\_\_\_\_
4. Date of Birth : (dd/mm/yyyy) : \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
5. Age as on **24/03/2018**: \_\_\_\_\_ Days \_\_\_\_\_ Months \_\_\_\_\_ Years
6. Nationality: \_\_\_\_\_.
7. State of Domicile (state belongs to) : \_\_\_\_\_
8. Category (GENERAL/SC/ST/OBC-Non creamy layer): \_\_\_\_\_
9. Do you belongs to PWD/ Ex-servicemen category( Please specify): \_\_\_\_\_
11. In case PWD indicate the degree of Disability: \_\_\_\_\_ %
12. Type of Disability (OH/HH/VH): \_\_\_\_\_
13. Sex (Write M or F): \_\_\_\_\_
14. Complete Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paste your recent  
passport size  
photograph here  
and sign across

District \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

## 15. Qualification (Secondary School onwards-mention the exact date of passing):

Name of Exam. Passed	Name of Institute / University	Duration of Course	Date of Admission (DD/MM/YY)	Date of Passing (DD/MM/YY)	# Percentage of Marks obtained

# in case of CGPA / OGPA/SGPA or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

16. Hindi Proficiency level (studied Hindi up to which class): \_\_\_\_\_

Name of the candidate \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

Page Number: 2

17. Work Experience (mention all post qualification work experience clearly indicating date of joining and relieving in **dd/mm/yyyy** format). Please **refer point no.VII (a) (3) of Web advertisement before filling the details. Non-compliance will lead to rejection of application.**

**Table-A**

Name & Address of the Organization / Employer (Starting from first employer to present employer)	Post held	Period of employment (Mention the exact date in dd/mm/yyyy format)	
		From date	To date
Employer -1		dd/mm/yyyy	dd/mm/yyyy
Employer -2		dd/mm/yyyy	dd/mm/yyyy
Employer -3		dd/mm/yyyy	dd/mm/yyyy
Employer -4		dd/mm/yyyy	dd/mm/yyyy
Employer -5		dd/mm/yyyy	dd/mm/yyyy
Employer -6		dd/mm/yyyy	dd/mm/yyyy
Employer -7		dd/mm/yyyy	dd/mm/yyyy
Employer -8		dd/mm/yyyy	dd/mm/yyyy
Employer -9		dd/mm/yyyy	dd/mm/yyyy
Employer -10		dd/mm/yyyy	dd/mm/yyyy
Employer -11		dd/mm/yyyy	dd/mm/yyyy
Employer -12		dd/mm/yyyy	dd/mm/yyyy

(Add extra sheets in the same format of Table-A , if required)

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Page Number:3

**Table-B**

Name of the employer	Scale of pay, Grade pay, and total emoluments.	Type of industry and Nature of job and job responsibilities (Please write a brief of minimum 100 words )	Reason for leaving job
Employer -1			
Employer -2			
Employer -3			
Employer -4			
Employer -5			
Employer -6			
Employer -7			

(Add extra sheets in the same format of Table-B, if required). Candidates from PSU have to write the exact scale of pay and basic pay drawn.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Page Number: 4

18. Challan (Rs.750/-) No. \_\_\_\_\_ Date of payment \_\_\_\_\_ Issuing Bank/Branch \_\_\_\_\_
19. E-mail id : \_\_\_\_\_ (please write email id clearly)
20. Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_
21. Source of Advertisement: \_\_\_\_\_ (Name of Newspaper or Journal or Website)
22. Have you been interviewed before for the any post in MRPL (Yes/No) \_\_\_\_\_. If Yes, Advt no \_\_\_\_\_ and name of the Post \_\_\_\_\_.

**23. Marks in minimum essential educational qualification:**

- a) Exam Passed: \_\_\_\_\_
- b) Branch of study: \_\_\_\_\_
- c) Month & year of final exam in which minimum essential qual. is acquired: \_\_\_\_\_

Semester/Year	Maximum marks* (A)	Marks obtained * (B)
First Semester/ First year		
Second Semester/ Second Year		
Third Semester /Third Year		
Fourth Semester		
Fifth Semester		
Sixth Semester		
Seventh Semester		
Eight Semester		
Total		
Percentage ** (B/A) X 100	_____ %	

\*Marks inclusive of all subjects in each semester. In case of multiple attempts subsequent pass mark to be considered. Percentage of marks should be aggregate of all years/semesters i.e total marks obtained over total maximum marks of all years/semesters **without giving** any weightage to any particular year/semester

\*\* In case of CGPA/OGPA/SGPA grade, candidate should attach letter issued from college/university giving details of formula to convert CGPA/OGPA/SGPA to percentage of marks.

24. The candidates are required to affix signature on all the pages of the application and on each page of the documents enclosed. Also all the pages (including application and true copies of testimonials) shall be serially numbered.
25. The candidates are advised to ensure that all self-attested copies of all relevant certificates as mentioned at **point no VIII of Web advertisement are enclosed, failing to which the application may be rejected.**

I hereby declare that the above information is true to the best of my knowledge. I understand that my candidature will be cancelled; if the information is found to be false or incorrect or my application is incomplete.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Total number of pages including all the self-attested copies attached \_\_\_\_\_