

HRD Division
Centre of Excellence

NH/HRDCO/2022-23/2453

Date : 25.11.2022

CIRCULAR

Sub : Preparation and Maintenance of Skill Bank for engagement of Retired Executives of NHPC.

NHPC Management has desired to create and maintain a Skill Bank of Retired Executives which can be used for engaging the retired executives for various purposes like engagement of their expert services (Consultancy) in case of occurrence of any technical issues, for imparting training and for re-engaging their services on full time basis for a limited period as per NHPC approved scheme.

As such, all interested retired executives of NHPC Ltd. are requested to furnish their details in the prescribed format / Application as per Annexure-'A' to HRD; *Centre of Excellence* for enabling us prepare a Skill Bank which may be used if need arises. Application may be sent to DGM(HR)-HRD Division, NHPC Office Complex, Sector-33, Faridabad (Haryana)-121003 or at e-mail: hrd-co@nhpc.nic.in, or kumarmanish@nhpc.nic.in, positively by 24.12.2022.

In case of any query, please contact Sh. Manish Kumar, DGM(HR), Mob. No. 9971426555.

This issues with the approval of Competent Authority.

(Manish Kumar)
Dy. General Manager(HR)

Encl : Biodata / Application Form.



Photograph

BIO DATA

1. Name in block letters
(Surname first) :
2. Father's/Husband's Name :
3. Ex-Employee No. :
4. Last Designation held :
5. Correspondence Address
(with Phone / Mobile No.) :
:
6. Permanent Address
(with State of domicile) :
:
7. Aadhar Card No. :
8. PAN No. :
9. Date of Birth/Age (DD/MM/YYYY)
 - (i) In figures :
 - (ii) In words :
10. Date of Retirement / Superannuation:
11. (i) Whether you belong to SC/ST/
OBC/Ex-Ser./J&K Migrant?
(if yes, please specify) :
(ii) Whether you belong to PWD Category,
if yes, please indicate
(a) Sub category :
(b) Degree of Permanent disability. :
12. Gender :
13. Marital Status :
14. Nationality :

15. Educational/Technical/Professional Qualifications
(Start with the last examination passed)

Examination passed	Duration	Name of Institution	Year of passing	Div. & % of marks	Subjects

16. Proficiency in languages :
(State mother tongue first)

17. Details of research work, publications and major achievements, if any :
(use extra sheet of paper, if required)

18 Total length of service in NHPC :Yrs. Months

19. Employment Particulars:
(Start with last employment in NHPC* / use extra sheet of paper if required)

Name of Project / PS / Unit	Period of service			Designation held	Nature of work (Duties performed in brief)	Remarks
	From	To	Total Duration			

20. Are you presently engaged with any Organization. If yes, please give details :

21. Details of Skill possessed (please elaborate in separate sheet, if needed) :

Area of Expertise	Brief Description

22. Whether interested in imparting Training. If yes, the Area / Domain of expertise :

23 (A) Are you suffering from any major ailments/deformities?

(B) Have you ever been convicted or any disciplinary proceeding is pending against you or any penalty has been imposed on you? If Yes, Give details.

I hereby certify that the particulars as furnished by me in this form are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any particular is found to be untrue, incorrect and/or incomplete my candidature towards preparation of Skill Bank for engagement of Retired Executives of NHPC for various purposes may not be considered.

Date.....

Signature of Candidate

Note : Application should reach to DGM(HR)-HRD Division, NHPC Office Complex, Sector-33, Faridabad (Haryana)-121003.