

# Employment Application Form

Photo of Candidate
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## CANDIDATE DETAILS

**POSITION APPLIED:**

**LOCATION:**

<b>Title like Miss, Mr, Mrs</b>	
<b>Employee -First Name</b>	
<b>Employee -Middle Name</b>	
<b>Employee -Last Name</b>	
<b>DOB</b>	
<b>Marital Status</b>	
<b>Married Since</b>	
<b>No. of Children</b>	
<b>Mother Tongue</b>	
<b>Birth Place</b>	
<b>Religion</b>	
<b>Nationality</b>	
<b>PAN NO.</b>	
<b>Aadhar No.</b>	
<b>Personal e-mail id</b>	
<b>Permanent Address:</b> <b>Postal Code</b> <b>City</b> <b>District</b> <b>State</b> <b>Country</b> <b>Telephone No./Landline/Mobile.</b>	
<b>Present Address:</b> <b>Postal Code</b> <b>City</b> <b>District</b> <b>State</b> <b>Country</b> <b>Telephone No./Landline/Mobile.</b>	
<b>Emergency Contact</b>	
<b>Languages Known</b>	

<b>Education (Latest to come first):</b> (Supporting certificates/ mark sheets to be provided)	1. 2. 3. 4. 5. 6. 7.
<b>Current Designation</b>	
<b>Current CTC</b>	
<b>Professional References</b> (Please provide two professional references, who known to you for more than a year but not relatives)	1. <b>Name:</b> <b>Title:</b> <b>Organisation:</b> <b>Contact Address:</b> <b>Contact No:</b> <b>E-mail ID:</b> 2. <b>Name:</b> <b>Title:</b> <b>Organisation:</b> <b>Contact Address:</b> <b>Contact No:</b> <b>E-mail ID</b>
<b>Notice period at your present employer</b>	

**Name:**  
**Signature:**

**Date:**

## Annexure – 1

### **TERMS & CONDITIONS:**

1. The minimum age for recruitment of candidates in the Company will be 22 years.
2. Upper age limit for all posts is 65 years as on 31.05.2023.
3. The Experience as on 31.05.2023 will be reckoned.
4. This position is permanently based at Agra, UP.
5. Method of Recruitment : contract.
6. Applications will be accepted as per the format given link Applications received after date of EOI will not be accepted, Original document of shortlisted candidates will be checked before the interview. Incomplete/not as per format applications will be rejected.
7. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Candidates in any form shall be considered a disqualification for employment in the company.
8. The prescribed qualification /experience indicted are bare minimum and mere possession of same will not entitle the applicants to be called for interview, where number of applications received is large, It may not be convenient or possible for the company to interview all applicants. The company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit on basis of qualifications and experience higher than that of the Minimum as prescribed above. The decision of the company is final and binding the company reserves its rights to accept or reject any application without assigning reasons there for.
9. Only shortlisted candidates will be called for interview list of shortlisted candidates will be published on ASCL website. Candidates are required to see the site regularly. No letter will be sent.
10. No TA/DA will be admissible for attending the interview.
11. Preference will be given to candidates ready to join within 30 days after issue of appointment letter.

The appointment of staff shall be on the following terms & conditions:-

1. The appointment shall be purely on contract or on deputation basis for the period of 1 year or upon completion of the works under ASCL or as otherwise may be ordered by the CEO of the Company, whichever comes earlier.
2. The employment of Employee by the Company may be terminated either by the Company upon a thirty (30) days' prior notice or by the Employee upon the presentation of thirty (30) day's prior written notice to the other party. If the employee leaves the Company without giving thirty (30) days' prior notice or before the expire of 30 days' notice served, he/she shall be liable to indemnify the Company for any loss and injury caused to the Company and for such purpose, the employee shall execute the indemnity bond in favor of the Company.
3. Candidates shall have to submit a declaration that neither he has been charged / convicted from any Hon'ble Court not dismissed/ removed/ compulsory retired by way of punishment from the service of any Public Undertaking/ Private Sector or from Govt. Department or he has not been declared insolvent by any court.