



टीएचडीसी इंडिया लिमिटेड

**THDC INDIA LIMITED**

(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)

**(Schedule "A" Mini Ratna Government PSU.)**

Advt. No.-07/2025

Date: 22.07.2025

**RECRUITMENT OF ADDITIONAL GENERAL MANAGER (FINANCE) IN E-8 GRADE AND  
DEPUTY GENERAL MANAGER (FINANCE) IN E-7 GRADE ON REGULAR BASIS**

**Company Profile:**

THDC India Limited (THDCIL) is a premier power sector Public Sector Enterprise (PSE) and a consistently profit-making company. It was incorporated as a Public Limited Company in July 1988 under the Companies Act, 1956, with the primary mandate of developing, operating, and maintaining the 2400 MW Tehri Hydro Power Complex. Recognizing its operational excellence and strategic importance, the Government of India conferred "Mini Ratna – Category I" status on THDCIL in October 2009, followed by an upgrade to a Schedule 'A' PSU in July 2010.

Originally, the equity of the Company was held in the ratio of 75:25 between the Government of India and the Government of Uttar Pradesh (GoUP). Pursuant to a strategic disinvestment, a Share Purchase Agreement was signed on 25th March 2020 between NTPC Limited and the President of India for the acquisition of the Government of India's stake. As a result, THDCIL became a subsidiary of NTPC Limited, with the equity now held by NTPC Limited and GoUP in the ratio of 74.496% and 25.504%, respectively.

The Company's authorised share capital stands at ₹4,000 crore, with a paid-up capital of ₹3,665.88 crore. THDCIL began earning profits from the very first year (2006–07) of commercial operations of its flagship Tehri Hydro Power Plant (1000 MW), and it has since maintained a consistent track record of profitability.

Over the years, THDCIL has evolved into a multi-project, multi-state organization. The Company has also diversified into renewable energy and thermal power generation.

THDC India Limited has successfully commenced commercial operations of the following units:

- Unit-I (660 MW) of Khurja STPP (2×660 MW), effective 00:00 hrs on 26.01.2025
- Unit-I (250 MW) of Tehri PSP (4×250 MW), effective 00:00 hrs on 07.06.2025

At present, THDCIL's portfolio comprises 9 projects across Hydro, Thermal, Wind, and Solar segments, with a total capacity of 4,351 MW. This includes:

- Operational Projects (2,497 MW): Tehri HPP (1000 MW), Khurja STPP 1st Unit (660 MW), Koteshwar HEP (400 MW), Tehri PSP 1st Unit (250 MW), Dhukwan SHP (24 MW), Patan Wind Farm (50 MW), Devbhumi Dwarka Wind Farm (63 MW), and Kasaragod Solar Power Plant (50 MW).
- Under Construction Projects (1,854 MW): Tehri PSP (750 MW), Vishnugad-Pipalkoti HEP (444 MW), and Khurja STPP (660 MW).

Additionally, THDCIL is spearheading the development of 2000 MW Ultra Mega Renewable Energy Power Parks (UMREPPs) in Uttar Pradesh through its joint venture with UPNEDA, named TUSCO Limited, which includes solar parks of 600 MW each in Jhansi and Lalitpur districts, and 800 MW in Chitrakoot.

Further, the Company has expanded its renewable footprint through key Joint Ventures:

- TREDSCO Rajasthan Ltd., a JV with Rajasthan Renewable Energy Corporation Ltd. (RRECL), incorporated on 25.03.2023 for the development of 10,000 MW of UMREPPs in Rajasthan.
- TUECO Ltd. (THDCIL-UJVNL Energy Company Limited), a JV with Uttarakhand Jal Vidyut Nigam Ltd. (UJVNL), incorporated on 01.12.2023, for hydro power development in Uttarakhand.

Strategic collaborations have also been established with:

- Karnataka Power Corporation Ltd. (KPCL) and Karnataka Renewable Energy Development Ltd. (KREDL) (MoUs signed in Nov 2023) for a broad range of renewable projects totalling 3,270 MW, including ground-mounted, rooftop, floating solar PV, PSPs, and hybrids.
- Government of Arunachal Pradesh (MoA signed in Dec 2023) for implementation of the 1200 MW Kalai-II HEP in Anjaw District.
- Government of Maharashtra (MoU signed in Sep 2024) for the development of six PSPs with a cumulative capacity of 6,790 MW.

In addition to the above, several new projects are under various stages of planning and business development, underscoring THDCIL's commitment to expanding its energy footprint and contributing to the nation's sustainable power infrastructure.

For further details of company profile and projects, candidates may log on to [www.thdc.co.in](http://www.thdc.co.in)

**THDCIL invites applications on All India Basis from bright, dedicated, result oriented, energetic and dynamic candidates with good academic records & experience** to join us as Additional General Manager (Finance) and Deputy General Manager (Finance) on Regular Basis:

### DETAILS OF POST & ELIGIBILITY CRITERIA

Sl. No.	Name of Post and No. of Post	Eligibility Criteria	Post Qualification Experience	Upper Age Limit as on 22.07.2025
1.	Additional General Manager in E-8 Grade 02 Nos. (UR)	CA / CMA qualified from The Institute of Chartered Accountants of India/ The	Post qualification Executive experience of 21 years in Executive/Officer cadre, out of which at least 3 years in the immediate lower grade /scale (IDA/CDA). IDA : 1,00,000 – 3% - 2,60,000 Equivalent level (private sector) : Rs. 25 lacs p.a CTC.	53 years

		Institute of Cost Accountants of India.	<b>Experience Profile:</b> Minimum 21 years of post-qualification experience (excluding training/trainee period, if any) in Executive/ Officer cadre in the area of Accounts/ Finance/ Internal Audit preferably in Public Sector Organizations/ Central Government/ State Government/ Large Private Sector organization of repute.	
2.	Deputy General Manager in E-7 Grade 03 Nos. [02-UR and 01-OBC(NCL)]		<p>Post qualification Executive experience of 17 years in Executive/Officer cadre, out of which at least 3 years in the immediate lower grade /scale (IDA/CDA) IDA: 90,000 – 3% - 2,40,000 Equivalent level (private sector) : Rs. 23 lacs p.a CTC.</p> <p><b>Experience Profile:</b> Minimum 17 years of post-qualification experience (excluding training/trainee period, if any) in Executive/ Officer cadre in the area of Accounts/ Finance/ Internal Audit preferably in Public Sector Organizations/ Central Government/ State Government/ Large Private Sector organization of repute.</p>	50 years

**NOTE:**

1. The candidate from private sector should also submit Form 16 of Previous employer of FY 24-25 related to income tax return.
2. For CTC proof, candidates from Private Sector shall mandatorily submit CTC certificate duly signed and issued by the Employer.

**Post Identified Suitable for Persons with Benchmark Disabilities Category:**

Name of the post	Post Identified Suitable for PwBDs Category
Additional General Manager	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above
Deputy General Manager	

**Abbreviations:** D=Deaf, HH=Hard of Hearing, OA=One Arm, BA=Both Arm, OL=One Leg, BL=Both Leg, BLA=Both Legs and Arms, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims and MD=Multiple Disabilities.

## RELAXATION & CONCESSION

1. Reservation to OBC (Non-Creamy Layer)/SC/ST/PwBDs (Degree of Disability 40% or above)/ Ex-Servicemen /J&K Domiciled/Victims of riots candidates will be provided as per Government of India directives/guidelines wherever the vacancy is reserved.
2. Category (SC/ST/OBC(NCL)/PwBDs/ Ex-Servicemen /EWS) once filled in the online Registration form will not be changed and no benefit of these category will be admissible later on.
3. For Departmental Candidates (only THDCIL Regular Employees) relaxation/concession shall be as per THDCIL Policy Statement on Manpower Recruitment & Direct Recruitment Procedure Manual.
4. Relaxation/concession to OBC(NCL)/SC/ST/ PwBDs/ EWS/ Ex-Servicemen/J&K Domiciled/Victims of riots shall be as per Government of India Directives wherever the vacancy is reserved.

## SELECTION PROCESS

The marks obtained in Personal Interview will be taken as a basis for drawing final merit and empanelling the candidates for selection.

### General Conditions of Empanelment:

- (i) No candidate securing overall less than 50% marks will be empanelled.
- (ii) For SC/ST/PwBDs/ Ex-Servicemen candidates will be required to secure at least 40% marks for their empanelment. (wherever vacancy is reserved for the respective category)
- (iii) Empanelment will be made in order of merit.

## HEALTH STANDARDS

No person shall be appointed in the service of the Company unless such person has been certified by a duly qualified and registered medical practitioner or medical board or Chief Medical Officer or Civil Surgeon of a Govt. Hospital as approved by the Company to be medically fit to discharge his duties, except that in case of persons appointed from the Government or Public Enterprises such a certification, at the option of the Company will not be necessary, if he had been earlier medically examined for the previous employment.

## COMPENSATION PACKAGE

The organization offers a very attractive pay package and is one of the best in the Power Sector Industry.

The selected candidates for will be placed at respective minimum basic pay in the following pay scale:

GRADE	SCALE OF PAY
E-8	Rs 1,20,000-3%-2,80,000
E-7	Rs 1,00,000-3%-2,60,000

**Protection of Basic Pay in the case of PSU and Govt. Employees as per DPE Guidelines issued from time to time.**

The Compensation Package shall include Basic Pay, Dearness Allowance, Perquisites and Allowance @ 35% of basic pay as per cafeteria, Performance Related Pay, Company Leased Accommodation /Company Quarters or HRA, Reimbursement of monthly conveyance, expenditure, mobile instrument facility and communication charges reimbursement etc. will be admissible as per company rules in force from time to time.

The Corporation also offers excellent facilities like short- and long-term Loans & Advances including House Building Advance, Car Loan, Computer/ Laptop Loan, Medical facilities, Group Insurance, PF, Gratuity and Pension, Post-Retirement Medical Benefits etc.

## PLACEMENT

The selected candidates are liable to be posted/transferred to at any of the Projects, Stations, Offices, JV's, Subsidiaries of THDCIL within India and abroad.

## REGISTRATION FEES

- Rs. 600/- (Rupees Six Hundred Only) shall be payable by candidates belonging to General and OBC/EWS category through online mode.
- No fee for SC/ST/PwBDs/Ex-Servicemen/Departmental candidates/Candidates belonging to Doob Kshetra/ Project Affected Area Families of THDC Projects.

## GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. Computation of age and experience shall be done as on **22.07.2025**
3. Internship/ Training/Apprenticeship and Teaching Period will not be counted as experience.
4. All qualifications should be from India University/Institutes recognized by AICTE/Appropriate statutory authority and should be Regular and Full-Time.
5. The candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. If a candidate is shortlisted based on the information given by him/ her and does not fulfill the same/ meet the criteria, he/she will not be allowed for Personal Interview.
6. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand automatically cancelled. If any of the above shortcomings is/are detected even after appointment his/her services are liable to be terminated without any notice.
7. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
8. Canvassing in any form shall disqualify the candidate.
9. Candidates claiming to belong to any particular category shall/ necessarily furnish valid EWS/ OBC

(NCL)/SC/ST/ PwBDs Certificate, as the case may be, from Competent Authority. For posts where there are **identified vacancies** for OBC (NCL)/SC/ST/ PwBDs/EWS candidates, are required to submit requisite certificate in the latest prescribed format of Government India, issued in the current year only (i.e 2025-2026) .Relaxation can be extended in case of **vacancies identified** for SC/ST/OBC (NCL)/PwBDs/EWS candidates. The upper age limit shall be relaxed by 05 years for SC/ST/, 03 years for OBC (NCL) candidates. It shall be relaxed by 10 years for PwBD-General/EWS, 13 years for PwBDs for OBC (NCL) and 15 years for PwBDs- SC/ST/ candidate. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-category and such candidates have to indicate their category as General. Upper age is relaxed by 05 years for the candidates who had ordinary been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 in addition, the age relaxation for Ex-Servicemen (Ex-SM) will be as per Government of India guidelines/directives.

- 10.Format prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBDs (as applicable for the relevant PwBDs category), formats are available in THDCIL website [www.thdc.co.in](http://www.thdc.co.in) .
- 11.The closing date for receipt of application will be treated as the date reckoning for SC/ST/OBC(NCL)/EWS/PwBDs status of the candidate and the candidate should be in possession of necessary certificate as on this date.
- 12.In case Caste /Category Certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of document verification
- 13.Candidates belonging to **Doob Kshetra/THDCIL Project Affected Area Family** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer (SLO) duly verified by concerned District Authority.**
- 14.Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates will not be permitted to appear for the Group Discussion/Personal interview if original and valid photo identification is not presented.
- 15.Candidates are advised to keep their e-mail ID, Mobile No. active at least for one year. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence shall be sent via e-mail/ or SMS only.
- 16.All information regarding this recruitment process shall be made available in the recruitment section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the website periodically for updates related to recruitment process.
- 17.**Candidates working in Govt./PSU are required to forward their applications through proper channel at time of applying for the post and/or are required to produce “No objection Certificate” from the present employer at the time of Personal Interview.**
- 18.**Internal (Departmental) Candidates may apply as per the provision mentioned in THDCIL Policy Statement on Manpower Recruitment & Direct Recruitment Procedure Manual. Applications not received as per procedure mentioned in the THDCIL Policy Statement on Manpower Recruitment & Direct Recruitment Procedure Manual shall not be considered.**
- 19.Candidates employed with Government Departments/PSUs/Autonomous Bodies will be required to submit relieving letter from current organization at the time of joining if selected for the post.
- 20.Depending on the requirement THDCIL reserves the right to cancel / restrict /curtail/enlarge / modify / alter the recruitment/ selection process and number of vacancies, if need so arises, without issuing any further notice or

assigning any reason thereafter.

21. THDCIL relevant rules shall be applicable to the recruitment process as in force from time to time

22. For any queries, regarding this recruitment process, please send email to [thdcruitment@thdc.co.in](mailto:thdcruitment@thdc.co.in).

23. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application response there to can be instituted only in Dehradun (Uttarakhand) and Court/tribunals/ forums at Dehradun (Uttarakhand) only shall have sole exclusive jurisdiction to try any such cause/dispute.

24. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.

25. Application registered without/ incomplete/ illegible documents shall be summarily rejected even though registration number has been generated. Candidate should not send any documents/certificates or print out of Registration slip/form through post.

## HOW TO APPLY

**Before applying for Online Registration Form candidates should possess the following:**

1. Valid and active Email ID and Mobile No.

**(E-mail ID and mobile number to be entered in online registration form is mandatory. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and mobile number entered in the online registration form active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence shall be made via e-mail and/ or SMS only.)**

2. Scanned copy of recent passport size color photograph of the candidate with white background (Size-50 KB & Format-JPG/PNG/PDF)

3. Scanned signature of the candidate. (Size-20 KB & Format-JPG/PNG/PDF).

**(Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the online registration form. Candidate is advised to confirm his/her uploaded signature is clearly visible/ identifiable at the appropriate place.)**

4. Scanned copy of Marksheet of Class Xth and XIIth Marksheet (Size-125 KB & Format-JPG/PNG/PDF)
5. Marksheet & Degree (Full-Time/Regular) of essential qualification to be uploaded as one file. (Size-500 KB & Format-JPG/PNG/PDF).

**NOTE: Candidates having Additional Qualification are supposed to upload the supporting documents along with documents of essential qualification as one file.**

6. Marksheet or Degree or any supporting documents for candidates having Additional Qualification (optional) Size-500 KB & Format-JPG/PNG/PDF).
7. Scanned copy of Experience Certificate. (Size-500 KB & Format-JPG/PNG/PDF).

**(Experience certificates uploaded by the candidates should be in format clearly mentioning the period of service and designation issued by the employer. The candidates should ensure that they have uploaded all their relevant experience certificates as one file)**

8. Scanned copy of Caste/ Category Certificate (if applicable in case of SC/ST/OBC(NCL)/PwBD/J&K Domiciled / Ex-Servicemen/ Victims of riots /Doob Kshetra of THDC Projects) in a format prescribed by the Government of India. (Size-125 KB & Format-JPG/PNG/PDF)
9. Scanned copy of Proof of norms adopted by University/Institute to convert CGPA/OGPA/DGPA in to percentage. (Size-125 KB & Format-JPG/PNG/PDF) **If CGPA is not applicable then upload the scanned copy of Marksheet.**
10. Scanned copy of **Form 16 of Previous Employer of FY 2024-2025.** (Size-125 KB & Format-JPG/PNG/PDF)
11. Scanned copy of **Payslip (June 2023, June 2024 and June 2025** as one file (Size-500 KB & Format-JPG/PNG/PDF)
12. Scanned copy of **CTC certificate duly signed and issued by Employer as attached in Annexure-A.** (Size-500 KB & Format-JPG/PNG/PDF)

**Steps to Fill in Online Registration Form:**

- I. The relevant link will be made available on THDCIL website <https://www.thdc.co.in/>→**Career Section→ New Job Openings**. No other means/ mode of Registration Form shall be accepted. Candidates shall only apply through online registration link. ***Before filling the Online Registration Form please read eligibility criteria and essential qualification required carefully.***
- II. Candidates must fill in their Basic Information.  
**Candidates must enter the same name in the same configuration as mentioned in their Xth Marksheet certificate.**
- III. Must carefully fill the fields asked in the Basic Information. Such as State Domicile, Category, Religion and other information asked.
- IV. Fill in the details of Academics & Professional Qualification as per your marksheet and certificate only. Provide marks as per your marksheet. In case of CGPA provide correct marks in percentage after conversion.
- V. While filling in the Languages Known remember to tick the boxes provided in that section as well. Next fill in Address details and other information.
- VI. Fill in the details of your experience with proper mention of period of service.
- VII. Remember to upload all the documents as per mentioned format and size. Please see that all documents uploaded are clear and readable. **(Candidate's online application form is liable to be rejected if they have uploaded supporting documents that are not clear and unreadable)**
- VIII. Upon completing the filling of the details in Registration form, candidate has to click the Save button and then proceed further:
  - **For the candidates belonging to General, OBC(NCL) and EWS, Payment Now option will appear before final submission of Registration Form, the candidate has to click on Payment Now and complete the payment process. After completion of Payment process, the candidates shall complete the application form by filling up of Payment details and then shall click on the Submit Button at the bottom of the page.**



- For ST/SC/PwBDs / Ex-Servicemen /Doob Kshetra (Project Affected)/ Department Candidates (THDCIL Employees only) need not pay the Registration Fee and no Payment Now option will appear, for such candidates, they have to directly click on Submit button at the bottom for Final Submission.

**IMPORTANT NOTE:** After clicking of Submit button (subsequent to successful payment of application fees and filling of payment details in the online form) the Registration Form will be considered complete and submitted for Final Submission.

IX. Candidate should take a print out of completed application form and keep it with him/ her safely for future reference. (This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of THDCIL).

X. Other Points:

- All Information regarding this recruitment process shall be made available in the career section of our website <https://www.thdc.co.in> and no separate communication shall be made.
- Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
- Applicants can send their Query related to Recruitment to e-mail ID: [thdcrecruitment@thdc.co.in](mailto:thdcrecruitment@thdc.co.in)
- Once applied, the applicants are advised to check the website as well as their registered e-mail ID regularly for any updates regarding this recruitment.

***THE CANDIDATES SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER.***

## HOW TO MAKE PAYMENT

- For **GENERAL, OBC(NCL) & EWS CANDIDATES**- Candidates have to click on the payment now link and make payment of **Registration fee-₹ 600/- (₹. Six Hundred only)**
- For ST/SC/PwBDs / Ex-Servicemen/Doob Kshetra of THDC Projects/Departmental Candidates the **Registration fee is exempted.**
  1. Visit SBI Collect from <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
  2. Select Category-----> PSU-Public Sector Undertaking.
  3. Search for PSU- Public Sector Undertaking and type---- THDC INDIA LIMITED
  4. Click on “THDC INDIA LIMITED”.
  5. Fill in the details like a. Name, b. Application No. (THDC Registration No.), c. Mobile Number, d. Father’s Name and e. Email ID. (Please fill in the same details as entered in online application) f. Advertisement No. (Fill-...../2025), g. Post (Fill Post Name),h. Discipline (.....) and i. Amount (Fill Rs 600/-)

6. Enter your details-----> Click on Individual and fill details like Name, Date of Birth, Mobile No., Email ID. (Please fill in the same details as entered in online application)
7. Click on the Check Box- I have read and agreed to Terms & Conditions.
8. Enter the Captcha and Click on Next.
9. Verify payment details and Click on Next.
10. Select the payment mode and make payment of fees.

**IMPORTANT POINTS:**

- On making the payment a unique number will be generated and the candidates will receive it on their Registered Mobile Number through SMS.
- Candidate should take print out of receipt of Registration Fee and keep it with him/her safely for future reference. Candidate must not send this printout to any office of THDCIL.
- If Registration Fee is deducted from the bank account and candidate receives failure payment message, after submitted the Registration Form and Payment Now displaying on the Registration form then candidates are advised to read instructions carefully under “Steps for making payment of Registration Fee” and accordingly once again make the payment of Registration fee or contact his/her bank.
- Bank Commission charges will be borne by the candidates. In case the fee is deposited in wrong account then THDCIL will not be responsible.
- Registration fee deposited **after Last date of Online Registration will not be valid.**
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to ensure their eligibility before applying for any post and payment of Registration Fee.

### IMPORTANT DATES

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	22.07.2025 (10:00 AM)
2.	Closing of Online Registration	21.08.2025 (06:00 PM)

**Note:**

1. *Applicants are advised to check the Career section of our website regularly for any updates.*
2. *In order to avoid last minute rush, the candidates are advised to apply early enough. THDCIL will not responsible for network problems or any other problem in submission of online application.*
3. *Registration Fee once paid will not be refunded under any circumstances.*
4. *Application form submitted without Registration Fee will be considered as incomplete and shall be summarily rejected as per point no 25 of General Information and Instructions.*

ON THE LETTER HEAD OF THE COMPANY

TO WHOMSOEVER IT MAY CONCERN

This is to certify that  
Mr./Ms.....S/D/o.....is a  
bonafide employee of M/s..... (Name of organization) and is/was on  
the rolls of our company since (dd/mm/yyyy).....till.....(dd/mm/yyyy)

He/ She is presently working as.....(designation) and his/her annual CTC is/was  
Rs..... (Rupees.....-in words)

Date –

Place-

(Signature)

(Name)

(Designation)

(Contact Details)

Duly Authorized Representative of the Company

(Company Seal/Stamp)