



WESTERN COALFIELDS LIMITED

FORMAT FOR INCLUDING HIGHER/ADDITIONAL QUALIFICATION ACQUIRED WHILE IN SERVICE

Part A – Personal Details.

1. Name of the Employee & EIS No. : _____
2. Designation, Discipline & Grade : _____
3. Date of Appointment : _____
4. Place of Posting : _____
5. Highest qualification submitted to the Company : _____
6. Details of prior qualification obtained while : i. _____
in service, if any ii. _____

Part B – Details of Qualification Acquired.

1. Type of course pursued
(Technical/Non-technical/Diploma/Degree etc.) : _____
2. Name of the course pursued : _____
3. Specialization : _____
4. Result (Grade/Class etc..) : _____
5. Ref. No. and Date of permission conveyed by the
Competent Authority to pursue the said course
while in service : Ref. No. _____ Dt. _____
6. Duration/Period of the course acquired : From _____ To _____
7. Regular/Part-time/Distance learning : _____
8. Semester or Annual pattern : _____
9. Name of the college/institution & University : _____
10. University/course Accredited to or Recognized by : _____

DECLARATION:

I, _____, hereby declare that the above details provided by me is true to the best of my knowledge.

Place : _____

Date : _____

Signature of the applicant

Enclosures:

1. Self- attested copy of Certificate granted by _____
University on completion of the course.
- 2.