

CURRICULUM VITAE

AJAY KUMAR SINGH

Mobile No: +91-8527489025

Email. Id: ajayks1886@gmail.com

Correspondence Address:

Flat No. A-3/23 Ground FloorSec-
G-2 PKT 2 Narela Delhi 110040

Permanent Address:

Village Chitauni Post- Dumari
Swangi Patti Dist- Kushinagar
State- U.P. Pin Code- 274206

Personal Details:

Father's Name: Mr. Ram Davan
Singh

Date of Birth: 13/08/1986

Gender: Male

Marital Status: Married

Languages Known: English
&
Hindi

Nationality: Indian

Career Objective

To continue to work in an institution that requires my skills and expertise and to continue to learn as I work, because I am aware that learning continues throughout life.

Skills

- Arrange meetings and kept records in a systematic manner etc.
- Worked in MS- Excel, Word and Power Point efficiently.
- Doc tracking, Travelling, Telephone & Mobile bill and Medi-claim all data upload on SAP.
- Good knowledge for Microsoft office, Basic knowledge.
- Good typing speed in Computer key board.

Academic Details

Examination	Board/University	Year
B.Com	IGNOU, DELHI	2016
12 th	UP BOARD	2004
10 th	UP BOARD	2002

Work experience:

- Worked as a "Secretarial Assistant" in "Utility Powertech Limited (A JV of Reliance Infrastructure and NTPC Ltd.) From 11 April 2013 to 31 Dec 2017
- Currently Working as a "Secretarial Assistant" in "Utility Powertech Limited (A JV of Reliance Infrastructure and NTPC Ltd.) From 1 July 2018 to till date.

Professional Qualification

- Basic Computer and Accountancy Six Months Course
- Typing English.

Hobbies

- Reading News Paper.
- Listening to Music.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:-

Place:-

(Ajay Kumar Singh)



CELEBRATING
25
YEARS
Passion To Perform

Utility Powertech Limited

(AJVofNTPCLtd.andRelianceInfrastructureLtd.)

'UPL HOUSE' W-24, Sector-11, Noida - 201301, U.P., India

Tel.: +91-120-7173900, Fax : +91-120-2531097, CIN: U45207MH1995PLC094719

E-mail : uplpowertech@uplmail.com, Website : www.utilitypowertech.org

Ref. : UPL/Manpower-Assignment/NT/AKS

Date : 05.01.2022

Mr. Ajay Kumar Singh
Secretarial Assistant
NC0 7814
UPL – EOC

Subject: Letter of Engagement on Assignment.


We are pleased to offer an engagement of **Secretarial Assistant** on fixed tenure basis against the job requirement of our client w.e.f. 01.12.2021 to 30.11.2022 on the following terms & condition:

1. This engagement will be for a period upto 30.11.2022 during which you will be paid a Monthly Emoluments of ₹ 20,500/- (Rupees Twenty Thousand Five Hundred Only) as basic pay. Necessary PF deduction and Company's contribution will be paid as per status.
2. You shall be paid HRA @ 30% of basic pay in case accommodation is not provided to you.
3. Annual Ex-gratia @ 8.33% of Basic Pay, disbursement on monthly basis, Restricted to Rs. 20,000/- p.a.
4. Your engagement is without having further claim for re-engagement in any form whatsoever and it can be terminated at any time by either party by giving one month notice in writing or by payment of one month basic in lieu thereof. The establishment may not assign any reason for such termination / closure of contract other than what is stipulated in this paragraph. Your engagement will be terminated automatically on 30.11.2022.
5. As regards discipline and duties, you will be subjected to the rules and regulations of client office in force from time to time.
6. You will be entitled to avail two days leave per month, apart from one normal weekly off from the office. Un-availed leave (s) to the extent of 50% of the total entitled leave (s) can be encashed at the end of the contract. All other kinds of absence will be treated as without compensation and necessary deduction may be effected from your compensation package.
7. You are required to produce original certificate in support of your date of birth, educational qualification, experience and salary certificate of previous employer etc. with photo stat copies thereof.

If you are agreeable to the above, please return the duplicate copy of this letter of engagement duly signed within 10 days as a token of your acceptance of this engagement to this office immediately.

Thanking you,

For Utility Powertech Ltd.,


(Abhijeet Kumar Verma)
Addl. Manager (HR)



UTILITY POWERTECH LIMITED
(A JOINT VENTURE OF RIL & NTPC)W - 24, SECTOR - 11
NOIDA - 201301

PAY-SLIP

Payslip for the month of July,2022

Emp Name	: AJAY KUMAR SINGH	Location	: UPL
Emp Code	: NC07814	Unit	: NTPC EOC
Grade Code	: NA	Joining Date	: 01 Aug 2019
Designation	: SECRETARIAL ASSISTANT	Paid days	: 31.00
PF No.	: .DSNHP221990000024035	PAN	: EAYPS5846A
Bank Account No.	: 18981140008480(HDFC Bank)	Father's Name	: RAM DAVAN SINGH
IFSC	: HDFC0001898	PF UAN	: 100075306258
Aadhar Card	: 567269694652		

Earnings	Earned Amt.	Arrears	Deductions	Amount
BASIC	20,500.00	0.00	PF	2,460.00
HRA	6,150.00	0.00	MEDICLAIM	178.00
EXGRATIA	1,666.00	0.00		
Gross Earning	28,316.00		Gross Deduction	2,638.00
Net Amount	25,678.00			

Net Amount in words: (TWENTY FIVE THOUSAND SIX HUNDRED SEVENTY EIGHT ONLY)

THIS IS A SYSTEM GENERATED PAYSリップ, DOES NOT REQUIRE ANY SIGNATURE AND/OR COMPANY SEAL.

----- Cut Here -----



Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Disability Certificate

Issuing Medical Authority, Kushi Nagar, Uttar Pradesh



Certificate No.: UP5810619860044864

Date: 21/07/2004

This is to certify that I/We have carefully examined Shri **Ajay Kumar Singh** Son of Shri **Ram Davan Singh** Date of Birth **13/08/1986** Age **33 Year(s)** Male, Registration No. **0958/00000/1908/0666401** resident of House No. **Village - Chhitauni, Post Dumari Swangi Patti, Kushinagar - 274206** Sub District **Hata** District **Kushi Nagar** State / UTs **Uttar Pradesh**

Whose photograph is affixed above, and I/We satisfied that:

- (A) He is a case of Locomotor Disability
(B) The diagnosis in his case is **PPRP left lowerlimb**

(C) He has **60%**(in figure) **Sixty** percent(in words) Permanent in relation to his (Left Leg, Foot) as per guidelines (to be specified).

The applicant have been submitted the following document(s) as proof of residence

Nature of Document(s): Aadhaar card

Signature / Thumb impression of the Person With Disability

Signatory of notified Medical Authority Member



Issuing Medical Authority, Kushi Nagar, Uttar Pradesh

This Card/Certificate is meant to certify the disability of the person and is not an instrument for ID/Address Proof for any purpose.

UNIQUE DISABILITY ID

Government of India



STATE ID:

N/A

Aadhaar No.

*****4652



Address of the Card Issuing Authority State/District level

Chief Medical Officer Ravindarnagar Dhush, Padruna, Kushi Nagar, Uttar Pradesh - 274304



UNIQUE DISABILITY ID

Government of India



नाम / Name

अजय कुमार सिंह

Ajay Kumar Singh

UD ID

UP5810619860044864

Disability Type

Locomotor Disability

Year of Birth

1986

% of Disability

60% (Sixty Percent)

Date of Issue

16/06/2020

Valid upto

Permanent



Issuing Authority Sign