

APPLICATION FORM FOR THE POST OF COMPANY SECRETARY

PERSONAL DETAILS

NAME (in full and BLOCK LETTERS)			Please paste a recent colour passport size photograph
Father's Name			
Mother's Name			
Gender		Date of Birth	
Languages Known		Age as on 01.09.2022	
Aadhar No.		Pan No.	
Nationality			
For Candidates working in Government / State Govt. / PSU / Autonomous Body: a) Name of the company / Institution b) NOC number and date (Please attach a copy)		For Candidates working in Private Sector: a) Name of the company / Institution b) Copy of Audited Annual Financial Statement and balance sheet for immediate past three years (Please attach a copy)	
Address for Communication			
House No. / Flat No.			
Street			
Nearest Rly. Station			
Post office		Pincode	
District		State	
Mobile No.		Email ID	

Education Qualification (From Gradate Level onwards)

Course	Specialization (if Applicable)	Year of passing	Name of the Institute	Board / University	% of Marks
Graduation					
Post- Graduation					
LLB					
Any Other Qualification					
Type of ICSI Membership (Associate or Fellow), Certificate No. & Date of admission					

Post Qualification Experience (Attach Self attested documentary Proof)

Sl. No.	Name of the Organization	Central Govt/ State Govt. / PSU/ Autonomous Body / Private	Annual Turnover of the Company	Grade / Designation Pay Level/ Basic Pay per month	Period		Total Period
					From	To	
Total duration of experience							

Details of Computer/IT Skills: _____

Note:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self attested) at the time of the interview.

Declaration

I, _____, do hereby declare that the above Information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Place:

Date:

Signature of the
applicant