

Please include me in category.....

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
APPLICATION FOR EMPLOYMENT SERVICE
(For Students Only)

1. Name Mr./Ms:

2. Student Registration No:

3. Date of Birth:

4. Addresses for Correspondence:

Contact Telephone No. Off: _____ Res: _____

5. Qualifications:

(a) Education (Graduation onwards)

(b) Professional:

6. Passed Company Secretaryship Examination [indicate (?)]

	Month & Year Of Passing Examination	Roll No.
Intermediate Group I		
Intermediate Group II		
Final Group I		
Final Group II		
Final Group III		

7. Experience:

Name & address Of employer(s)	Exact Designation	Job contents in brief	Period	
			From	To

8. Emoluments drawn per month as on date of application:

Scale of pay	Basic	DA	HRA	CCA	Other Allowances	Total emoluments drawn in each month

9. Details of perquisites, if applicable:

10. Languages known including mother tongue :

- (a) Mother tongue:
(b) Other known languages (read, write and speak):
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**11. Are you prepared to serve anywhere in India: if not
Please indicate preference:**

I declare that the above statements are true and correct

Place :

Signature of Student

Date :

*Category in which a candidate will normally be sponsored is the next salary range slab as given below :

Category A..... Up to Rs1500	Category E.....Rs 3001 to Rs 3500
Category B..... Rs. 1501 to Rs. 2000	Category F.....Rs 3501 to Rs 4000
Category C..... Rs. 2001 to Rs.2500	Category G.....Rs 4000 and above
Category D..... Rs. 2501 to Rs. 3000	

- NOTES : 1. This form has to be renewed on 1st January every year for continuous consideration
2. Any significant change, during the year in qualifications, employment, emoluments and address may be sent in candidates' own interest separately to Directorate of Students Services at the Institute's address.
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FOR OFFICE USE :

1. Registered as Sl. No.....On.....
2. Sponsored to Employers SL.No.....