



**RECRUITMENT OF COMPANY SECRETARY**

**APPLICATION FORM**  
(To be filled in by candidate)

Post applied for: Company Secretary

Latest Passport size photograph
------------------------------------

1	Name in full (in block letters - Surname first)					
2	(A) Educational Qualifications					
	Examination passed	Year of Passing	Name of the Board/University	Class /Rank etc.	Aggregate percentage of marks	
(i)	SSC / SSLC					
(ii)	HSC / HSSLC					
(iii)	Bachelor's Degree					
(iv)	Master's Degree					
(v)	Doctorate					
(vi)	Other examination (Please specify)					

(B) Professional Qualification  
(i) Company Secretary

3	Other Qualifications such as CAIIB, Diploma in Banking, Co-operation, Certificate course of IIBF in Debt Recovery Agent etc.				
4	Date of Birth				
5	Age (as on December 31, 2017)	No. of Years	No. of Months		
	[please provide Age				
6	Address for communication and Contact No.				
7	e-mail ID				
8	PAN No.				
9	Place of birth				
10	Place of domicile				
11	Nationality				



**RECRUITMENT OF COMPANY SECRETARY**

**APPLICATION FORM**  
(To be filled in by candidate)

**Post applied for: Company Secretary**

12	Whether belongs to Scheduled Caste/Tribe/OBC/PH/Ex-Servicemen					
13	Details of previous experience	Organization	Designation	Nature of duties	Duration	
					From	To
14	Salary last drawn (Annual CTC)					
15	Salary expected (Annual CTC)					
16	Knowledge of computers and details thereof (level of exams passed, if any)					
17	Father's Name					
18	Whether married or single					
19	Whether the Applicant was ever arrested for any reason or convicted or committed to prison or subjected to preventive detention /subjected to any penalties by any previous employer or adjudicated insolvent.					
20	Copies of testimonial(s)	1				
		2				
		3				
		4				
21	References (mandatory)	1				
		2				
I hereby declare that all the information and particulars given by me in this form are true and correct. I also note that if any of the above statements is incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, my services will be liable to be terminated without notice or any compensation in lieu of notice, if appointed.						

Place:

Date:

(Signature of the Candidate)