



APPLICATION FORMAT FOR THE POST OF EXECUTIVE (CORPORATE AFFAIRS)

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Passport size
photograph

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staple)

I. a/ Name: _____

b/ Father's Name: _____

c/ Address: _____

Pin Code _____

d/ Contact Details:

i) Telephone Nos.: _____

ii) Mobile No.: _____

iii) E-mail id: _____

e/ Date of Birth: _____

f/ Age (As on 01.03.2020) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:
(Please ✓)

GEN
SC
ST
OBC
EWS

(In case of OBC, candidates would be required to produce OBC certificate in the prescribed proforma issued by the appropriate authority for Central Government employment)

III. Bank Draft No. _____ Date: _____ Drawn on: _____
(DD Not applicable in case of SC/ST/ExSM candidates)

IV. Educational Qualifications: (10+2 and onwards)

Exam. Passed	University/ Board	Year of Passing	Subjects	% age of Marks

V. Professional Qualifications:

Exam. Passed	University/ Institute	Year of Passing	Subjects	% age of Marks

Contd./-

VI. Have you ever been employed? YES NO
(Please ✓ . If yes, give details):

Organization	Designation	Period		Remarks
		From	To	

VII. Do you have Mandatory Minimum 02 years experience (Post Qualification) in Secretarial Department of a Public/Private Limited Company. YES NO

VIII. Do you have working knowledge of SAP, Performing/assisting in the Company Secretarial functions of listed Company OR you are a Law Graduate YES NO

If Yes, please specify: _____

IX. Any other information: _____

I hereby declare that the above information is correct to the best of my knowledge and belief. I understand that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF CANDIDATE