



APPLICATION FORMAT FOR THE POST OF EXECUTIVE (CORPORATE AFFAIRS)

Paste a recent
Passport size
photograph

(Please do not
staple)

I. a/ Name (in CAPITAL Letters): _____

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 01.11.2020) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to: GEN SC ST OBC EWS
(Please ✓)

(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