

ANNEXURE – A

**APPLICATION FOR APPOINTMENT OF FULLY QUALIFIED COMPANY
SECRETARY / INTERMEDIATE PASSED CANDIDATE ON CONTRACT BASIS
(CONSOLIDATED PAY)**

1. Name in full (In Block Letters) :

2. Father's / Husband's Name :

3. Sex (Male / Female) :

4. Address for communication :

Self
Attested
Photograph

5. Telephone Number :

Mobile Number :

E-mail Address :

6. Permanent Address :

7. Date of Birth :
Age as on 01.01.2025

8. Nationality :

9. Marital Status :

10. Educational / Professional Qualification :

(Starting from Matriculation or equivalent onwards)

Sl. No.	Examination Passed	Mode of Education (Full Time / Part Time)	Year of Passing	Board/ University	Class / Division	CGPA / Percentage of marks	Main Subjects

Sl. No.	Name of Employer	Employment Type	Designation	Pay Scales & Basic Pay	Date of Joining	Date of Leaving & Reason of leaving	Nature of duties performed

Note : Educational Certificates should be enclosed

11. Language known :
12. Any other information such as experience, training, publications, etc. in support of suitability of the post

UNDERTAKING

I solemnly declare that

The information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Name & Signature of the Applicant

Place :

Date :