



Affix your recent
passport
photograph

Application for the Post of Company Secretary

INSTRUCTIONS:

- All fields should be filled in CAPITAL LETTERS
- Incomplete applications / applications without enclosures will be rejected.
- Tick mark where appropriate

- Name in full: (Mr./Ms.) :
(As per SSLC certificate)
- Age as on 01.01.2024 & Date of birth :
- Gender: M/F :
- Marital Status :
- Father's Name :
- Nationality :
- Category : OBC (NCL)
- Are you Physically challenged (Yes / No) :
- If yes, category of Disability :

OH	VH	HH	MD
- Percentage of Disability as indicated in the disability certificate
(Enclose Certificate in the prescribed format)
- Membership of Institute of Secretaries of India (Number) :
- Are you employed in Govt./PSU/Quasi Govt., if yes, have you enclosed NOC?
Yes/No

13. Qualification: (Academic / Professional) (indicate division & year of passing)

Educational status from SSLC onwards	Institution/ University	Year Studied		Specialization	Class secured/ Percentage of marks
		FROM	TO		

14. Details of Experience: (Start with current employment) If any:

Sl. No.	Name of the Organization	From	To	Designation	Nature of responsibilities in brief

15. Salary Drawn (Please furnish details of all components like Basic, DA, HRA, CCA including pay scale etc)

16. Any relatives employed in KEONICS. If any, provide

details:Name:_____

Staff No:_____

Designation:_____

Department:_____

17. Address with Pin Code

a) Permanent Address

b) Correspondence Address

Phone No:

Phone No:

(c) E-mail ID :

d) Mobile Ph No:

18. Application fee payment details

SB Collect Nob) Date of payment:

19. Undertaking

I affirm that the information given above is true and correct. I further declare that if any at stage it is discovered that an attempt has been made by me to willfully conceal or mis-represent facts, my candidature may be summarily rejected or my employment terminated.

SIGNATURE OF THE CANDIDATE

Date:

Place:

Kindly provide a brief write-up on the roles & responsibilities of your present assignment.