



**Post: Company Secretary**

Affix your recent  
passport  
photograph

**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)
- Date of birth :
- Gender: M/F :
- Marital Status :
- Father's Name :
- Nationality :
- Category :
- 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 No:

**18. 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.**