

**APPLICATION FOR THE POST OF COMPANY SECRETARY / DY COMPANY SECRETARY / ASST COMPANY SECRETARY**

(Recruitment Notification No. 03/2022 dated 28.03.2022)

Name of Applicant (As in X th Certificate) :	Recent Passport Size Photo
Date of Birth :	
Gender :	
Religion & Caste :	
Category- UR /SC/ST/OBC (NCL)/EWS :	
If PWBD, Category (OH, HH, VH) :	% of disability
Aadhaar Number :	
Marital Status :	
Father's Name :	
Mother's Name :	
Address with PIN code (Mandatory)	E-Mail: (All future correspondence if any, will be to this ID only.)
	Phone No:
UAN, if previously member of EPF :	
ESI Number, if registered under ESI :	

EDUCATIONAL QUALIFICATIONS (Qualification starting from Matriculation. Certificates to be attached)

Examination Passed	Institute	Study Period (From – To)		Marks %	Passing Month & Year (As in Pass Certificate)

ASSOCIATE MEMBERSHIP DETAILS WITH THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

(Certificate to be attached)

ACS No		Date of admission as Associate	
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Signature of candidate:



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DETAILS OF COMPANIES IN WHICH RELEVANT EXPERIENCE IS CLAIMED

(Supporting documents to be submitted. Use additional sheets if required)

Name of Company with Address	Employment Period (From/ To Dates)	Basic Pay, Grade Pay & Scale of Pay with date of coming to the scale / Annual CTC (Proof for relevant years to be enclosed)	Whether Listed Company (Yes / No)	CIN, Year of Registration & Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector
			If Yes, Date of Listing	Sector

Signature of Candidate:



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RELEVANT POST QUALIFICATION EXPERIENCE DETAILS (Certificates to be attached. Fill in chronological order.
Use additional sheet if required. Different posts held in the same company to be filled in separate rows)

Name of Company & Post Held	Employment Period (Mention dates)	Nature of employment (Permanent / Contract)	Whether functioning as Company Secretary. If No, Specify Department & Functions
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	
	From:		
	To:	Executive position, Yes / No:	

Signature of Candidate:



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Total Relevant Post Qualification Experience as on 01.03.2022

Completed Years of total relevant Executive experience in Company Secretariat	_____ Years	Completed Years of experience as Company Secretary	_____ Years
Completed Years of relevant Executive experience in Company Secretariat of Listed Companies	_____ Years	Completed Years of experience as Company Secretary in Listed Companies	_____ Years
Completed Years of relevant Executive experience in Company Secretariat in Manufacturing Sector	_____ Years	Completed Years of experience as Company Secretary in Manufacturing Sector	_____ Years

I, _____ (Name) declare that I am an Associate Member in Institute of Company Secretaries of India and my educational qualification mentioned above (other than ACS) are approved as required in the notification and is acquired through full time regular course and further declare that the details furnished above are true to the best of my knowledge and belief and that I am not involved in any criminal case nor is any criminal case registered against me in any of the police station / courts. I understand that suppression of any facts and declaration of false information in the application will entail disqualification for appointment / termination from service anytime during the tenure of service and make me liable for action under Indian Penal Code.

Place:

Date:

Signature

Check List for documents to be submitted

Sl.No.	Document
1	X th Certificate
2	XII th Certificate
3	Degree Certificate & Mark List
4	ACS Membership Certificate
5	Proof of Scale of Pay / CTC for relevant period
6	Proof of relevant years of experience in managerial cadre in Company Secretarial department
7	Proof of experience as Company Secretary in Listed Company, if applicable
8	Caste Certificate, if applicable
9	PwBD Certificate, if applicable
10	NOC, if applicable
11	Application Fee remittance