

**ANNEXURE**

**APPLICATION FOR THE POST OF COMPANY SECRETARY**

Affix Photograph  
duly attested by  
the controlling  
officer / HOD /any  
Gazetted Officer

1. Name of the post applied for \_\_\_\_\_
2. (a) Name \_\_\_\_\_  
b) Father's Name : \_\_\_\_\_  
c) Date of Birth \_\_\_\_\_ Age as on date of notification ( \_\_\_\_\_ ) \_\_\_\_\_  
d) Candidate belongs to (OC/SC/ST/BC) \_\_\_\_\_  
e) Date of entry into Service: \_\_\_\_\_.  
f) Native District: \_\_\_\_\_.
3. Address with Telephone Nos. :-  
(a) Permanent Address : \_\_\_\_\_  
(b) Present Address : \_\_\_\_\_  
(c) Designation of the Applicant (in full) (Present / Last) \_\_\_\_\_  
(d) Office Address, if in service : \_\_\_\_\_
4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
5. (a) Eligibility criteria:

Educational / Professional Qualifications (along with the name of Institutions)	Name of the Board	University/Institution	Year of passing	
			From	To

(copies of certificates to be enclosed)

- (b) Details of membership in Institute of Companies Secretaries of India.

6. (a) Positions held / Experience with reference to evaluation criteria.

Sl. No.	Designation and place of posting	Organization	From	To	Nature of work / duties attended
1.					
2.					
3.					
4.					
5.					
6.					

(copies of certificates to be enclosed)

- (b) Candidate to indicate major achievements during the above period, if any.

7. Any other special Qualification / experience

8. Vigilance status:

a) Whether any punishment awarded to the applicant during the service period.	Yes / NO
b) Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof:	

**Declaration**

I ..... son/daughter of..... hereby certify that I have not been disqualified to under relevant sections of the Indian Companies Act, 2013 to attend the above job.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I certify that the details furnished by me in Cols. 1 to 10 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Company Secretary post in any PSE under the administrative control of the Energy Department, Govt. of A.P. other than the one to which I belong to.

(Name and Signature of the applicant)

Date:

(To be filled by the PSU/Ministry /Department concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

(Signature & Designation of the  
Competent Forwarding Authority  
with Telephone no. & office Seal.)