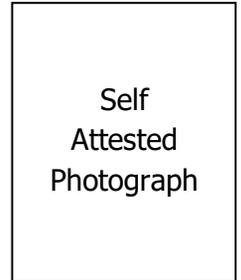


**ANNEXURE – A**

**APPLICATION FOR APPOINTMENT OF FULLY QUALIFIED COMPANY  
SECRETARY 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 :
  
5. Telephone Number :
- Mobile Number :
- E-mail Address :
6. Permanent Address :
7. Date of Birth :  
Age as on 01.01.2026 :
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 :