



Paschim Gujarat Vij Company Limited

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APPLICATION FORM FOR THE POST OF COMPANY SECRETARY

NOTE:-PLEASE SEND YOUR APPLICATION FORM THROUGH RPAD / SPEED POST ONLY

Name	Mr./Mrs./Miss		
	Name	Middle Name	Surname

Address _____

_____ Pin code:- _____

Phone No With STD Code		Mobile No.	
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Email Address: _____ Age as on 01.02.2019:- _____ Yrs.

Birth Date

DD	MM	YYYY

Qualification

Name of Degree	Name of University & Institute	Passing Year	Percentage obtained

Experience Details:

Name of Company	Designation	Period of Service		Total Experience in Years/Months	Corporate Identity Number (CIN)	Turnover of the company for the period for which candidate has shown experience
		From Date	To Date			
Total Experience (In Years & Months)						

I hereby certify that the information submitted by me in the application form is true, complete and correct. I further understand that if any information given herein above is proved false then I am liable for being removed from the post I have applied for. I also certify that No criminal Proceeding is initiated / Pending against me and I have never been convicted by any Court of Law.

List of Enclosures:

1. Two Passport size photographs.
2. School Leaving Certificate.
3. Certificate of Membership and all mark sheets of ICSI
4. Certificate and all mark sheets of LL.B.
5. Certificates of Experience clearly mentioning the period of experience.
6. Certificates mentioning the turnover of the Company for which candidate has shown experience for all the financial years.
7. Details of job profile for each experience.
8. NOC from present employer.

Date

SIGNATURE OF APPLICANT