

MSEBHCL ADVERTISEMENT NO.: 03/2025

FORMAT OF APPLICATION FOR THE POST OF “COMPANY SECRETARY”

(Before filling the form, please read the instructions mentioned in the advertisement carefully)

Please Affix your
recognizable
recent Passport size
photograph with
sign across

A) PERSONAL INFORMATION :

1.	Name in full														
2.	Whether currently (✓)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>										
3.	Present Designation:														
4.	Office /Department														
5.	Scale of Pay														
6.	Date of Birth	D	D	-	M	M	-	Y	Y	Y	Y				
7.	Age as on date of Publication of advertisement i.e. as on 10/03/2025	____ Years ____ Months ____ Days													
8.	Nationality														
9.	Full Address (Office)														
10.	Tel No														
11.	Mob No														
12.	Email														
13.	Residence														
14.	Tel No														
15.	Mob No														
16.	Email														

B) QUALIFICATION :

Educational Qualification	Degree	University/Institute	Year of Passing	Class / % of Marks obtained
Academic				
Professional				
Details of affiliation with Professional Bodies/		Name		
		Membership No		

Institution/Society	Since When	

C) EXPERIENCE :

Details of posts held from time to time: (From present assignment to previous one)

Sr No	Post held & Scale of Pay	Office	Period		Total Experience		Nature of job
			From	To	Years	Months	

D) TRAINING :

Details of training undergone in India and abroad:

Name of training program	Institute where training was received	Period of training	Nature of Training	Achievement

E) LIST OF PUBLICATION/ ACADEMIC HONORS RECEIVED :

G) Whether facing any Charge sheet for the criminal offences in any of the court or any FIR for criminal offence is registered against you in any of the police station. : YES / NO

If Yes, give details:

H) If selected, minimum time required for joining the post :

D) Any other information :

Declaration:

- i) I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.
- ii) I declare that I have _____ Number of living children as on today, out of which number of children born after 28/03/2005 is _____. I am aware that if any total numbers of living children are more than two due to the children born after 28/03/2006, I am liable to be disqualified for the post applied.
- iii) I undertake to abide by all the conditions and methodology of selection mentioned in this advertisement No. 03/2025.
- iv) I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated or unable to produce any certificate/documents as mentioned in any application and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature. In case of creating any influence on any matter my candidature shall be cancelled.
- iv) I undertake to abide by all the conditions and methodology of selection mentioned in the advertisement.
- v) Whether facing any Charge sheet for the criminal offences in any of the court or any FIR for criminal offence is registered against you in any of the police station.

YES NO

If Yes, give details: -----

Place _____

Signature of the Applicant-----

Date _____

Full Name-----

Note: (i) Self attested copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

(ii) MSEBHCL reserves the right to seek information regarding service records and disciplinary action for the candidate from present or previous employees.