**APPLICATION FOR APPOINTMENT OF COMPANY SECRETARY**

Paste passport size photograph and sign across the photograph

To,

General Manager (HR),

Union Bank of India,

8th Floor, MPRD

Union Bank Bhavan,

239, Vidhan Bhavan Marg,

Nariman Point, Mumbai

Maharashtra - 400021

With reference to your advertisement dated \_\_\_\_\_\_\_, for appointment of COMPANY SECRETARY, I submit my application as under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  (in full - First name, middle name and last name) |  | | | |
| **Father’s / Husband’s Name** |  | | | |
| **Mother’s Name** |  | | | |
| **Gender** (tick on appropriate box) | Male | | Female | |
| **Category** (tick on appropriate box) | SC | ST | OBC | GEN |
| **Nationality** |  | | | |
| **Date of Birth** |  | | | |
| **Age (as on 01.02.2017)** | Year –  Month – | | | |
| **Religion** |  | | | |
| **Marital Status** |  | | | |
| **Permanent Address** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Correspondence Address** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Contact Details** | Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landline No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Application Fee Payment Details** | Date of Payment-  Transaction ID- | | | |

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| **Languages known:** | | **Read** | | | | **Write** | | **Speak** |
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|  | |  | | | |  | |  |
| **Educational & Professional Qualifications (Starting from Graduation) As on 06.03.2017.** | | | | | | | | |
| **Exam passed** | | | | | **% Marks obtained** | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
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|  | | | | |  | | | |
| **Work Experience As on 06.03.2017** | | | | | | | | |
| **Name of the Employer** | **From** | | **Till** | **Designation** | | | **Responsibilities in brief** | |
|  |  | |  |  | | |  | |
|  |  | |  |  | | |  | |
|  |  | |  |  | | |  | |
| **Total Work Experience (in years)** | | | |  | | | | |
| **Position Last Held:** | | | |  | | | | |
| **Disciplinary Action if any** | | | |  | | | | |
| **Major illness as on date if any:** | | | |  | | | | |
| **Awards / Recognitions:** | | | |  | | | | |
| **Extra Ordinary Achievements, if any** | | | | | | | | |

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**