

APPLICATION FOR RECRUITMENT OF EXECUTIVES FOR COMPANY SECRETARIAT

Post Applied for	DGM(F&A)-Company Secretariat/ F&A Officer –Secretariat Executive
Applied against the post of Unreserved /SC/ST	

Affix self
Attested
latest colour
photograph

1. Personal Details

S. No.	Particulars	Details
1.	Name (As written in 10 th class certificate)	
2.	Father's name(As written in 10 th class certificate)	
3.	Date of birth (DD/MM/YYYY) (As written in 10 th class certificate)	
4.	Age as on 07.02.2015 (Years, Months , Days)	
5..	Category as per central govt. rules (Gen/OBC/SC/ST)	
6.	Gender (Male/Female)	
7.	CPF No. (Applicable only for ONGC employees)	
8.	Religion	
9.	Mailing address	
10.	Phone no.(permanent)	
11.	Mobile no	
12.	E-mail address	

2. Fee Details

S. No.	Particulars	Details
1.	Journal No.	
2.	Date	
3.	SBI Branch Name & Code	
4.	Amount of Fee(Excluding commission)	

3. Essential Qualification

a. Academic Qualification

S. No	Exam. Passed	Name of the Univ./Instt./Board and year of passing	Branch /Subject(s) (Please indicate specialization if applicable)	Percentage / Division	Remarks
1.	10 th				
2.	Final Exam pass of ICSI				

b. Membership Details

S. No	Membership	Date of according the membership	Validity
1.	Associate Member of Institute of Company Secretaries of India (ICSI)		
2.	Fellow Member of Institute of Company Secretaries of India (ICSI)		

4. Post Qualification Experience (Descending Order)

Sl. No.	From	To	Period	Name of the dept. / organization	Post held
1					
2					
3.					
4.					

Declaration: I hereby declare that the particulars furnished above are true & correct to best of my knowledge and belief. I also declare that I am fulfilling the requisite criteria of qualifications & experience as notified vide Advertisement No. 1/2015 (R&P) for recruitment of Executives for Company Secretariat in ONGC. In case of information provided by me being found incorrect or false or I suppressed any relevant information, my candidature may be cancelled at any time. I also declare that I am a bona fide citizen of India.

Date:
Place:.....

(Signature of the candidate)

Encls. Required: - Attested photocopies of certificates for Date of birth, Final Exam pass of ICSI, Associate/Fellow Member of Institute of Company Secretaries of India (ICSI), Caste/Category(If applicable), Experience