



NEPA LIMITED : NEPANAGAR (MP)

(A Govt. of India Undertaking)

APPLICATION FORM

Passport
Size
Photograph

POST APPLIED FOR : **Company Secretary on FTA Basis**

PERSONAL DETAILS

[Do not leave the portion unfilled ; if not applicable, indicate the same]

[Name and Address should be in Block Letters]

Name	[First] _____	[Middle] _____	[Last] _____	
Date of birth	[Day] _____	[Month] _____	[Year] _____	
Husband's Name [in case married women] :				
Present Address [Please specify House No., Road / Lane, City, District, State, Post Office, Pin code] {Please fill up Block Capital Letter}				
Telephone No. with STD Code [Residence]	Telephone No. with STD Code [Office]	Mobile	E-Mail	
Permanent Address [Please specify House No., Road / Lane, City, District, State, Post Office, Pin code] {Please fill up Block Capital Letter}				
Sex	Marital Status	Nationality	Religion	Home Town and State
Whether SC / ST / OBC / PH [kindly mentioned OH / HH / VH and attach attested copy of certificate] / Ex-Serviceman / General, please specify				
If SC / ST / OBC, please specify Sub Caste and attach attested copy of certificate issued by the appropriate authority				
Passport Number	Issued at	Date of issue	Valid upto	

Educational / Professional Qualification [Starting from School Final [Class – X] onwards] {Please fill up in Block Capital Letters}
 [If space is insufficient, please attach separate sheet]

Examination / Degree passed	University / Board / Institute [Location]	From	To	Division. / Grade	% of Marks obtained	Specialization / Main Subjects

Work Experience [Starting from present organization] {Please fill up in Block Capital Letters}
 [If space is insufficient, please attach separate sheet]

Name of Company and nature of business	Designation	Year of service		Pay Scale with Basic Pay	Total Emoluments	Major responsibilities
		From [MM/YY]	To [MM/YY]			

Details of present Salary and Benefits including Scale of Pay on the date of application
 [If space is insufficient, please attach separate sheet]

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Present Take Home Pay per month	
Remuneration expected per month / annum	
Notice period required, if any	

Language Known

Language	Read	Write	Speak
English			
Hindi			
Any other language (Please Specify)			

Details of Summer / Vocational / Project Work / Any other Training Programme undertaken
[If space is insufficient, please attach separate sheet]

Organization	Title of Project / Training	Period

Membership of Professional Organization

Name and Address of Organizations	Type of membership

Extra curricular activities / Hobbies / Sports, etc.

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Any other information, please specify

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Significant achievements, Publications, etc., if any

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FAMILY DETAILS

[Do not leave the portion unfilled ; if not applicable, indicate the same]

Dependants

Name	Sex	Date of birth	Relation With applicant	Occupation

- [a] Whether any relative employed in Nepa Ltd? or are you related to any of the directors of Nepa Limited? If yes please give details. : YES / NO

Name	Relationship	Occupation / Department / Division	Location

- [b] Have you been in employment in this company before? : YES / NO

- [c] Are you prepared to serve any where in India? : YES / NO

- [d] Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law or in any disciplinary / vigilance case pending / ever instituted against you. If so give details : YES / NO

- [e] Have you ever been abroad ? If so give the following particulars : -

Country Visited	Date of Arrival	Date of Departure	Duration of Stay	Purpose of Visit

REFERENCES

[Please give name, address and telephone numbers [office and residence] of two persons under whom you have worked or have had professional interaction]

Sl.No.	Name	Address	Telephone No.

NOTE : Furnishing of false information in the case of a candidate selected and employed will be treated as a misconduct

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Date :	Signature :
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