

**FORMAT OF APPLICATIONS FOR ENGAGEMENT AS PRIVATE SECRETARY
PURELY ON CONTRACTUAL ASSIGNMENT IN NATIONAL COMPANY LAW
TRIBUNAL**

(Last date of receipt of applications: 30.06.2022)

Paste here self
attested passport
size coloured
photograph

1.	Post Applied For	:	PRIVATE SECRETARY
2.	Bench for which applied	:	NCLT, NEW DELHI
3.	Name (IN BLOCK LETTERS)	:	
4.	Fathers Name	:	
5.	Date of Birth	:	
6.	Date of retirement (if applicable)	:	
7.	Post and the office/ department from which retired (if applicable)	:	
8.	PPO No. (if any)	:	
9.	Marital Status (Married/ Unmarried)	:	
10.	Whether SC/ST/OBC/PWD etc. If, Yes State.	:	
11.	Correspondence Address	:	
12.	Permanent Address	:	

13.	Telephone/ Mobile Number/Fax Number/ Email Id. (Mobile Number and email Id are mandatory)	:	
14.	Present occupation, If any	:	
15.	Speed in English Shorthand (in w.p.m)	:	
16. Educational Qualifications			
	Degree	Name of Board/ University	Year of Passing
			Percentage of Marks obtained
			Academic Distinction if any
			Subject(s)/ Specialization
17 Details of employment, if any (till retirement in case of retired government servant)			
	Name and address of the employer	Designation of the post held	Scale of pay with grade pay. If any remuneration drawn
			Period of Service
			Nature of duty/ experience
18.	Details of penalties if any imposed during the service.	:	

(Note: No supporting documents need be attached with the application at this stage)

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place:

Date:

Signature _____

Name:- _____