

ੴ ਸ੍ਰੀ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ



**PUNJAB AND SIND BANK**  
**APPLICATION FOR THE POST OF COMPANY SECRETARY ON REGULAR BASIS**

**To,**  
**Deputy General Manager (HRD)**  
Punjab & Sind Bank  
NBCC Complex, Tower-3,  
2<sup>nd</sup> Floor  
East Kidwai Nagar  
**New Delhi - 110023**

Affix passport size  
Coloured photograph  
and sign across the  
photograph.

With reference to your advertisement for engagement of **COMPANY SECRETARY ON REGULAR BASIS** dated **28.03.2025** on Bank's website, I submit my application in prescribed format along with requisite documents.

Fill Application Form in Block Letters

01.	Application for the post of (Please tick as applicable)	<b>Company Secretary in MMGS -II</b>		
		<b>Company Secretary in SMGS -IV</b>		
02.	Applicant's Full Name. (As per Matriculation Certificate)			
03.	Father's Name (As per Matriculation Certificate)			
04.	Mother's Name (As per Matriculation Certificate)			
05.	Date of Birth (DD/MM/YYYY)		Gender	
06.	Age in completed years as on 01.03.2025 (Years, Months, Days)		Marital status	
			Spouse Name (if applicable)	
07.	Landline No.		Mobile No.	
08.	Email Address		CIBIL Score	



**WORK EXPERIENCE DETAILS AS ON 31.03.2025: -**

S.No.	Name of Organisation	Post Held	Service Period		Nature of Duties Performed	Reason of Leaving
			From	To		

15.

TOTAL WORK EXPERIENCE (YY/MM):

AWARDS/ RECOGNITIONS:

EXTRA ORDINARY ACHIEVEMENTS, IF ANY:

DISCIPLINARY ACTION IF ANY:

WHETHER IN SERVICE:

YES/NO

**BRIEF DESCRIPTION OF RESPONSIBILITIES (RELEVANT TO POST APPLIED FOR):**

16.

17.	<b>LANGUAGES KNOWN: -</b>				
	S.No	Language	Read	Write	Speak
18.	<b>DETAILS OF FEE: -</b>				
	S.No	Transaction ID/ Reference Number	Date of Payment	Amount	
19.	<b>CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM: -</b>				
	➤ <b>10<sup>th</sup> Marksheet/ Passing Certificate</b>				
	➤ <b>Graduation degree with marksheet year/semester wise.</b>				
	➤ <b>Post Graduation degree with marksheet year/semester wise, if applicable.</b>				
	➤ <b>Certificate: Associate Member (ACS)-ICSI/ Fellow Member (FCS)-ICSI.</b>				
	➤ <b>Additional Certificate, if any</b>				
	➤ <b>Offer letter, Experience Certificate and promotion letters from current or previous organisation</b>				
	➤ <b>Latest Salary Slip</b>				
	➤ <b>Caste Certificate, if applicable:</b>				
	➤ <b>PwBD Certificate, if applicable:</b>				
	➤ <b>Copy of Transaction ID/ Reference number</b>				
	➤ <b>CIBIL Report</b>				
20.	<b>DECLARATION</b>				
	<p>I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.</p> <p>I, hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Delhi.</p>				
	Date: - Place: -		( _____ ) Name & Signature of Applicant		