

FORMAT OF APPLICATION

To,

DENA BANK RECRUITMENT PROJECT
 FOR COMPANY SECRETARY - 2007
 C/o. The General Manager (HRM)
 Dena Bank, Corporate Centre
 C-10, G - Block, 6th Floor
 Bandra Kurla Complex, Bandra(E)
MUMBAI - 400 051.

Affix
 Passport-size
 photograph and
 sign across the
 bottom portion of
 the photograph

With reference to your Advertisement dated :

I submit my application for the post of **Company Secretary - SMG Scale-IV** as under :

1. Full Name (Mr./Mrs./Ms.) :
 (in BLOCK LETTERS)

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2. Father's /Husband's Name (Mr.)

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3. Permanent Address(in BLOCK LETTERS):

										P	I	N		C	O	D	E			

4. Correspondence Address (in BLOCK LETTERS):

										P	I	N		C	O	D	E			

5. Category:

i. Whether you belong to OBC : YES/NO

If Yes :

(a) Name of the Caste/Tribe/Class :

(b) Name of the State to which you belong :

ii. In case of Physically Handicapped : OH VH HI
 Indicate by ✓ mark in the appropriate box.
 Please write percentage of Disability : _____%.

iii. Are you an Ex-Serviceman ? YES NO

iv. Date of Birth
 (As per SSC/School Leaving Certificate) **D D M M Y Y**

a. Age as on 15.08.2007 :
Y Y M M

6. Particulars of Demand Draft/Bank Pay Order payable to "Dena Bank Recruitment Project for Company Secretary 2007 " :

Name & Address of the issuing Bank	Name & Address of the Drawee Bank/Branch in Mumbai	Date of issue	Demand Draft/Bank Pay Order No.	Amount

(For PWD candidates Fees : Rs. 75/- and for OBC Candidates : Rs.350/-)

8. Gender : MALE FEMALE

9. Nationality :

10. Whether you belong to Minority community: Yes N.A.

If yes, state the name of the Community

11. Place of Birth : Town
 District
 State

12. Educational and Professional Qualifications (Matriculation/SSLC onwards) to be supported by attested true copies of the certificates. Do not enclose originals.

Examinations passed	Name of the Institution/University	Subjects studied	Date-Month-Year of Passing	Percentage of Agg. Marks

(If space is not sufficient , a separate sheet may be attached)

13. Particulars of Post-Qualification Experience including the present occupation/job (as on the date of application) :

Name of the employer (s)/ Company, etc., and the nature and details of activities carried out by the employer	Designation	Period of service		Length of service Years/ Months	Nature of duties performed in detail	Remarks (Reasons of leaving services)
		from	to			

(if space is not sufficient, a separate sheet may be attached)

14. Write in brief your significant achievements in the field :

15. Mention your core strengths:

16. Details of publications, if any :

17. Your Computer literacy level :

18. State how you feel you are suitable for the post applied for :

19. Your Contact No. TEL. NO. (with STD code): _____

MOBILE NO. : _____

FAX NO. : _____

E-MAIL ADD. : _____

20. Details of enclosures attached with the Application Form.

- i.
- ii.
- iii.
- iv.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. 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 is liable to be cancelled/terminated without any further reference to me. Even though it is found after my appointment in the Bank that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice. I am willing to serve anywhere in India. I agree that the Bank has the right to transfer me to any part of the country at its discretion. I hereby agree that any legal proceedings in respect of any matter(s) or claim(s) or dispute(s) arising out of this application and/or out of the said advertisement can be instituted by me only at Mumbai and the Courts/Forums/Tribunals at Mumbai only shall have sole and exclusive jurisdiction to try the case/dispute. I undertake to abide by all terms and conditions mentioned in the Advertisement dated _____ of the Bank.

PLACE :

DATE:

SIGNATURE OF THE CANDIDATE