



APPLICATION FORM FOR THE POST OF COMPANY SECRETARY

(Instructions: Please fill in the required information clearly and completely in BLOCK capital Letters.)

01. Personal Details (Please fill in Block capital letters)											
1.1 Family Name (Surname) with initials <i>(Mr/Mrs/Miss)</i>						1.2 Name indicated by initials <i>(Underline the calling Name)</i>					
1.3 Gender <i>Please tick (✓)</i>		Male <input type="checkbox"/>		Female <input type="checkbox"/>		1.4 Date of birth (dd/mm/yyyy):				Age :	
1.5 NIC No:						1.6 Passport No:					
1.6 Civil Status <i>Please tick (✓)</i>			Single <input type="checkbox"/>			Married <input type="checkbox"/>					
1.7 Are you a citizen of Sri Lanka?(Delete the word inapplicable) Yes / No										1.7.1 Nationality :	
1.8 Contact Details											
1.8.1 Address <i>(Permanent Residence)</i>						1.8.2 Contact Address <i>(If different from Permanent Residence)</i>					
1.8.3 District:						1.8.4 District:					
1.8.5 Province:						1.8.6 Province:					
1.9 Contact No											
Mobile						Office					
Home						Email					

2. Academic Qualifications

2.1 Tertiary Education

Name of the University/ Institute	Duration	Degree with the class / Professional Qualification details	Main course and subject	GPA (Minimum 3.5)

Professional Qualifications

Name of the University/ Institute	Duration	Main course and subject

Master's Degree

Name of the University/ Institute	Duration	Main course and subject

3. Any other qualifications

--

4. Employment History (Please start with present employment) if any

<i>Name, Address and contact details of Employer</i>	<i>Designation</i>	<i>Duration</i>	
		<i>To</i>	<i>From</i>
<i>4.1 Present Employment</i>			
<i>4.2 Previous Employment</i>			

05. References

5.1 Please mention two non-related referees.

Name & Designation	Official address	Telephone No:
5.1.1.		
5.1.2.		

Have you got a close relative working in the HDFC Bank? If so give name and relationship.

Please tick (✓) Yes No

Have you ever applied for a job at HDFC Bank? If so give details:

Please tick (✓) Yes No

Have you ever committed or have been convicted of any criminal or unlawful activity?

Please tick (✓) Yes No

I, the undersigned certify that the statements made by herein are complete and accurate to the best of my knowledge and belief. I understand that any willful mis-statement renders me liable to dismissal, if employed.

Signature

Date