

Application Form**(Annexure-A)****Noida International Airport Limited
(A joint venture of Govt. of Uttar Pradesh)**

Advertisement No. NIAL/HR/Rectt./...../2022

Application for the Post of **COMPANY SECRETARY****A. PERSONAL DETAILS:**

1	Applicant's Name	
2	Father's Name	
3.	Mother's Name	
4.	Husband's Name	
5.	Date of Birth (DD/MM/YY)	
	Age as on 01-01-2023years.....months.....days
6.	Gender (Male/Female/Other's)	
7.	Category (UR, OBC, SC, ST/EWS)	
8.	Present Designation (if any)	
9.	Present pay-scale and Basic pay	
10.	Holding present pay-scale w.e.f.	
11.	Period of holding the present gradeyears.....months.....days
12.	Total Executive Experienceyears.....months.....days
13.	Correspondence/Temporary Address	
14.	Permanent Address	
13	Contact No. (With STD Code) Mobile: Landline Phone: Email ID	
14	Aadhar No.	
15	Voter ID No	

B. EDUCATIONAL DETAILS.

S.No.	Qualification	Name of Board/Institute/University	Year of Passing	Division/Grade/Percentage

Experience Details:-

S.No.	Period		Designation	Pay Scale	Organization	Responsibilities in brief
	From	To				

(*) Attach separate sheet, if required)**

Total work experience in the relevant field Years Months.

D. OTHER DETAILS:-

1	Whether any punishment awarded in last 10 years. If yes, please furnish details	
2	Whether any disciplinary action/inquiry is contemplated against the applicant. If yes, please furnish details	
3	Time required for joining, if selected	

E. Supporting Documents Enclosed:-

S.No.	Supporting Document	Attached (Yes/No.)	Remarks (if any)
1	Age Proof (matriculation Certificate/Mark-sheet)		
2	Qualification Certificates & Mark-sheets		
3	Experience Certificate (s)		
4	Latest Salary slip & bank statement showing entry or IT Returns		
5	Document fulfilling of relevant exp.		

F. Confirmation: I do hereby confirm that I am fulfilling the following criteria:-

S.No.	Criteria	Fulfilling (Yes/No.)	Remarks (if any)
1	Age as on 01-01-2023 (Not more than 40 years)		
2	Qualification		
3	Presently working with Central/State Govt./PSU/reputed organizations		
4	Working in the required grade/pay-scale(DA/CDA)		
5	Experience is adequate (in total number of years)		
6	Experience is in the required field (as asked)		
7	Key managerial personnel/HOD(for GM/Finance		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time

(Signature of the candidate)

Name

UNDERTAKING

I, (Name,) S/o..... Appointed as In Noida International Airport Limited do hereby undertake that information given by me at the time of my joining in Noida International Airport Limited are true and correct to the best of my knowledge and belief. In case any information given by me is found incorrect or false at any stage, Noida International Airport Limited has absolute right to take necessary action including discontinuance of my service without any notice.

Name & Signature

Place:

Date:

DECLARATION OF FIDELITY AND SECRECY

1. I, (Name), (Designation), declare that I will follow all the rules and regulations of the NIAL, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of NIAL, my services shall be discontinued by terminating the contract without assigning reason.
2. I, (Name), (Designation), further declare that during the period of assignment with NIAL, it is, likely that I may come across certain information of important or secret nature. More particularly, I will not divulge any information gathered by me during the period of my assignment to anyone who is not authorized specifically by competent Authority of NIAL to know/Have the same.

Name & Signature

Place:

Date: