**Tribal Areas Electricity Supply Company**

**Application Form**

**For the post of Company Secretary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **CNIC No.** |  | **Date of Birth:** |  |
| **Mobile No.** |  | **Land-line No.** |  |
| **Email Address:** |  | | |
| **Mailing Address:** |  | | |

**Post-Qualification Relevant Work Experiences:**

(Note: Starting from Current Job. Overlapping experience will not be counted, work experience must be supported with experience certificates). If required additional row (s) may be added.

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| **Sr.No.** | **Organization** | **Position Held** | **Job Period (dd-mm-yyyy)** | |
| **From** | **to** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Relevant Experience as Company Secretary (supported by experience letters):**

* Member of a recognized body of professional accountants or corporate chartered secretaries **with at least three years relevant experience as Company Secretary or**
* a person holding a master’s degree in business or finance or commerce or law graduate from a university recognized by the Higher Education Commission with **at least five years relevant experience as Company Secretary.**

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| **Sr.No.** | **Organization** | **Position Held** | **Job Period (dd-mm-yyyy)** | |
| **From** | **to** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Educational Details:**

Please list chronologically, start with the most recent one. If required additional row (s) may be added.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Name of Degree/Certificate** | **Subjects / Majors** | **University / Institute / Board** | **Year of Passing** | **Division / Grade** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**Certification and Affiliations:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Certification/ Affiliation/Membership/ Licensing Authority\*** | **Date of Issuance** | **Certification/Membership/**  **License Number**  **(if applicable)** |
| 1 |  |  |  |
| 2 |  |  |  |

**References:** (two works and two personal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No** | **Name** | **Designation** | **Address** | **Contact** |
|  |  |  |  |  |
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**CERTIFICATE:**

I solemnly affirm that the information contained in this Form is true and correct to the best of my knowledge and belief.

**Date: \_\_\_\_\_\_\_\_\_\_ Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_**