



7. ACADEMIC DETAILS\* (starting from Secondary Exam (10<sup>th</sup>):

No.	Examination Passed	Year of Passing	Board / University / Institution	Marks (%)	Stream(Science, Commerce, etc)
1					
2					
3					
4					
5					

\* Till graduation 10+2+3 format is mandatory. Graduation shall be from a UGC recognized University through regular classroom course.

8. LANGUAGE PROFICIENCY:

No.	Language	READ	WRITE	SPEAK
1				
2				
3				
4				

9. PROFESSIONAL QUALIFICATION

No	Particulars of Professional Qualifications	Year of Passing	Name of the Institution
1			
2			
3			

10. OTHER ACHIEVEMENTS (details of competitions won to be given, if any):

No	Title	Level	Award /Certificate/ Scholarship Won	Proficiency in Games / Sports	Proficiency in literary work/ art/ culture
1		SCHOOL			
2		COLLEGE			
3		UNIVERSITY			
4		PROFESSIONAL COURSE			

11. EMPLOYMENT EXPERIENCE\*\*:

No	Organization	Position	Cadre (Clerical/Officer)	From	To	Gross Monthly Pay* (In Rs.)	Place	Reason for Leaving
1								
2								
3								
4								
5								

\*\*Attach copy of last drawn pay slip

12. Are you employed in any of the Reppo group of organisation? YES / NO :

a. attached NOC If employee in Reppo group of organisation :

13. Time needed to join (Days), if selected :

14. Whether Repatriate? YES / NO :

15. Religion & Community :

16. References with designation /mobile no. / phone no. / Official e-mail id. (Minimum two contact number)

a)

b)

17. Whether you are known / related to anybody working in any Reppo group of organization (if yes, give details):

18. Any other information:

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge & belief. In case any of the above information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

NAME

SIGNATURE

DATE

**Encl: ANNEXURE - Self attested Xerox copy of all certificates (including copy of PAN) are mandatory.**

**\*\*\*Candidates are advised to submit the application complete in all respect in a sealed envelope super subscribing**

***“Application for the Post - Company Secretary”***

**To be sent to,**

**Personnel Administration Division,  
Repc Micro Finance Limited,  
Corporate Office, North Wing 2<sup>nd</sup> Floor,  
634 Karumuttu Center, Anna salai,  
Nandanam, Chennai – 600035.  
Ph No. 044- 24310212.**