

# **Central Board of Irrigation and Power**

## **Malcha Marg, Chanakyapuri, New Delhi-110021**

**Date 10.08.2023**

Central Board of Irrigation and Power (CBIP) , a premier institution and an autonomous body, was constituted in 1927 by the Govt. of India. It is serving the Nation in the discipline of Power, Water Resources, Renewable energy and allied sectors for more than 96 years.

CBIP requires an experienced qualified Company Secretary on contractual basis , preferably retired who is well conversant with the compliances of Company law and Societies like holding meetings and preparing minutes / resolutions passed at the meeting, filing documents with various Govt. Departments / Agencies, maintenance of records etc.

### **How To Apply**

**Candidates should apply in the format attached.** Duly filled application may be forwarded under **Confidential** cover to

Director ( E )  
Central Board of Irrigation and Power  
Malcha Marg, Chanakyapuri,  
**New Delhi-110021**

**Duly signed application should reach by 15.09.2023**

**Advance copy of the application should be forwarded to [rkgupta@cbip.org](mailto:rkgupta@cbip.org)**

## Central Board of Irrigation and Power

### Application for the Post of Company Secretary in CBIP on Contractual Basis

1. Name of the Applicant

2. Fathers' Name

3. Date of Birth

4. Age as on date

3. Permanent Address \_\_\_\_\_

\_\_\_\_\_

4. Correspondence Address \_\_\_\_\_

\_\_\_\_\_

5 Contact No : Tel./ Mob\_No \_\_\_\_\_ Email \_\_\_\_\_

6. Details of Qualifications

S. No	Qualification	Year of Passing	Board / Institute	University /	Percentage of Marks	Main Subjects

7. Experience (Years) \_\_\_\_\_

8. Details of Employment / Work looked after

Organisation	Designation	From	To	Nature of Duties

9. Expected Remuneration(Per Month) Rs. \_\_\_\_\_

Declaration

I, undersigned certify that to the best of my knowledge and belief, above information are correct. I am medically fit to carry out the task assigned.

Place:

Date :

Signature of the Applicant

Name: \_\_\_\_\_