



## BAR COUNCIL OF KERALA

Bar Council Bhavan, High Court Campus, Ernakulam, Ph:04842394195  
(Statutory Body Constituted under the Advocates Act, 1961)

### APPLICATION FOR APPOINTMENT AS SECRETARY

Affix recent  
passport size  
photograph

1.Name of the applicant

(In Block Letters)

: -----  
-----

2 Name of Father/Husband

: -----

3. Age & date of Birth

: -----

4.Address with Pincode

: -----  
-----  
-----

5.Office address with Pincode

: -----  
-----  
-----

6.Contact No.: (Mandatory) : -----

6(a) Whatsapp No.(Mandatory) : -----

7. Email id:-(Mandatory) : -----

8.Nationality : -----

9.Gender : -----

10.Religion & Caste : -----

11. Qualifications/ Eligibility

a) Essential

i) Whether a Citizen of India : Yes  No

(If yes, produce Aadhaar card/ Election ID card or Valid Indian Passport)

ii) Whether an Advocate having completed 10 years of standing at the Bar: Yes  No

(If yes, produce enrolment certificate and certificate from the president of the bar association in which the applicant is a member showing he/ she has 10 years of active practice)

(b) Desirable qualifications

(i) Pass in MBA/CA/ Company Secretary/ any course of study in Office management and Administration from any recognised university in India : Yes  No

(If yes, give the details with supporting documents)

(ii) Degree in Commerce: Yes  No  (if yes, give the details with supporting documents)

(iii) Minimum 50% marks for Graduation in Law: Yes  No

(if yes, give the details with supporting documents)

(iv) Good proficiency in computer operations including accounting: Yes  No   
(if yes, give the details with supporting documents)

(v) Good proficiency in drafting & communication in English & Malayalam: Yes  No   
(if yes, give the details with supporting documents)

(vi) Practice as an advocate in the area of, labour, tax, and Constitution) : Yes  No   
(if yes, give the details with supporting documents)

(vii) Experience in office management/ administration, computer operations, accounting) : Yes  No  (if yes, give the details with supporting documents)

12. Whether more than 45 years of age as on 31-8-2022: Yes  No   
(if no, give the details with supporting documents)

13. Enrolment No. & Date of enrolment : -----

14. Place of Practice : -----

15. Name of Bar Association ; -----

16. Membership No. of Bar Association : -----

17. Total years of practice : -----  
(excluding suspension period if any)

18. Field of practice/specialisation:- : -----  
(Civil, Criminal, Revenue, Consumer, Service)

19. Whether the applicant, after enrolment, has joined any Government/Semi Government or Private Service or any other kind of service, if so give details-----

-----

-----

20. Whether the applicant, after enrolment, has joined any business as a full partner/sleeping partner, if so give details-----  
-----  
-----

21. Whether the applicant, after enrolment, has incurred any disqualification as mentioned in Section 24A of the Advocates Act, if so give details-----  
-----  
-----

22. Whether the applicant, at present, is facing any disciplinary proceedings/convicted in any Criminal proceedings, if so give details-----  
-----  
-----

23. Whether you have submitted application for COP or declaration form (whichever is applicable) to the Bar Council of Kerala :- Yes/ No( if yes give the details with supporting documents)

24. Details for payment of application fee:

Demand Draft No. :-----

Date of remittance :-----

Bank of remittance :-----

25. Any other information relevant for your candidature: -----  
-----  
-----

I hereby declare that the information furnished is true and correct and that nothing is false and nothing material has been concealed. I am enclosing the original demand draft of Rs.5,000/- towards application fee and self attested true copies of all the certificates along with the application form.

Date:  
Place:

Signature of the Applicant

**Certificate**

The Bar Association hereby certify that the applicant is a member of this Bar Association.

Bar Association seal

President/Secretary