APPLICATION FORMAT FOR RECRUITMENT

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Post Applied For: --

1. Personal Details

a) Name	:	
b) Father's Name/Husband's Name	:	
c) Date of Birth	:	
d) Age as on today	:	
e) Sex	:	
f) Marital Status	:	
g) Category (SC/ST/OBC/GEN)	:	
h) Nationality	:	

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2.Address for Correspondence / Permanent Address

Address	:	
Telephone Number	:	
Mobile Number	:	
E-Mail	:	

3.Academic Qualifications

Examination Passed	:			
Name of Institution / Board	:			
Year of Passing	:			
% of Marks	:			

Driver *

LMV Licence No   :   Date of expired:

HMV Licence No.   :   Date of expired:

Stenographer*

Language	Typing	
	Lower (Yes / No)	**Higher (Yes / No)**
English		
Tamil		

* Enclose relevant certificates with this application

4. Past Experience:

Organization	:	
Designation	:	
Pay Scale	:	
Period	:	
Job Description	:	
Total experience	:	

5.Any other information relevant to the job :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.

2. Mentioned the list of documents attached along with the form.

(a)……………………………………………………………………………………..

(b)……………………………………………………………………………………..

(c)…………………………………………………………………………………………………..

I certify that the information given above is true and correct.

(Signature of Candidate)

Note: Copies of the Birth Certificate, Community Certificate, and Transfer Certificate of last school studied and Mark sheets are to be attached along with the application form. The envelope containing the application form should be sent in bold letters as **APPLICATION FOR THE POST OF STENOGRAPHER - GRADE III / DRIVER**