STANDARD FORM OF APPLICATION

To Dated………………...

……………………………………………………………………………………………………………..

………………………………………………………………………………………………….………….

Sir,

I beg to apply for the post of………………………………………………………………………………

And furnish the facts as below. In case of any false statement I am liable to any action Government may deem fit and proper.

Signature of Applicant.

1. Full name in Capital letters with address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of birth :

…………………… ………………………. ………………………

Year Month Date

1. Place of Birth:

……………………. ………………….. …...…………….… …….……………...

Village/Town Police Station District State

1. Father’s/Mother’s and Husband’s name (in case of married female).

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1. Personal Description :
   1. Height : **B**. Colour of Eyes :

………………M ………………..CM …………………………………………..

**C.** Colour of hairs: **D.** Visible distinguishing Marks (if any):

………………………………….….. …………………………………………..

1. **A**. Permanent Address in full : **B**. Present Address in full :

……………………………………… ……………………………………...

……………………………………… …...…………………………………

………………………………………. ……………………………………...

**C.** If you have not resided at the above address continuously for the last four years, please give the others address where you have resided during the period.

From: To: Address:

.………………………… …….…………………………. ………………………………..

…………………………... ………..……………………… ………………………………..

1. Reference :

Name and address of two responsible in your localities who would be prepared to Vouch

A. B.

…………………………………………………………….. …………………………………………………....................

……………………………………………………………. …………………………………………………....................

1. Are you a Citizen of India? If so, how? (Copy of Citizenship certificate should be enclosed where necessary):.……………………………………………………………………………………………………
2. Educational and qualification : (please attach copies of certificate Mark sheet etc):

|  |  |  |  |
| --- | --- | --- | --- |
| Serial No | Name of the Board an Institution | Division | Percentage |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 10. Community :  (a) State your Religion: | (b) | Are you a member of Schedule Caste |
| ……………………………………………... |  | Schedule Tribe? Answer ‘yes’ or ‘No’ If ‘Yes’ give particulars supported by a certificate (copy )  to be enclosed). |
|  |  | -------------- |
|  |  | …………………………………………………… |
|  |  |  |
| 11. Present occupation if any : | 12. | Previous appointment held, if any : |
| ………………………………………………. |  | …………………………………………. |
| ……………………………………………….. |  | …………………………………………. |
| ………………………………………………. |  | …………………………………………. |

1. Are you a temporary/retrenched personal of a Temporary Department of Government of Meghalaya (Answer ‘Yes’ or ‘No’ if ‘Yes’ give particulars).

………………………………………………………………………………………………………………………

1. Are you a trained in or a member of the National 15. Are you married or unmarried? Cadet Corps or Territorial Army? if so give

Particulars ……………………………………...

……………………………………………………

……………………………………………………

Signature

Note: Particulars are to be filled in below the column in the space provide