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:

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|  |  |  |
| --- | --- | --- |
| 2. Date of birth : |  | |
| …………………… | ………………………. | ……………………… |
| Year | Month | Date |
| 3. 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

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

* 1. B.

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

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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 Institution and address | Date of entering | Date of leaving | Examination Passed | Division | subjects & taken | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 1  2  3  4  5 |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 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 provided.