

APPLICATION FORMAT

*Application for the post of 'Sub-Assistant-Engineer' in the
Development & Planning Section of Birbhum District*

To
The District Planning Officer,
Birbhum

Recent Passport size
photograph duly
signed by the
candidate

Sir,

I beg to offer my candidature for the post specified above for your kind consideration:-

A. Basic Information: -

1.	Name of the Candidate (In Capital Letters)																
2.	Name of Father/ Husband (In Capital Letters)																
3.	Full Permanent Address with PIN Code (In Capital Letters) EPIC/ Adhar/ Govt ID Card/ Govt Residential Certificate to be submitted																
4.	Full Postal Address with PIN Code for Communication																
5.	Landline Phone No.																
6.	Mobile Phone No.																
7.	e-mail ID (if available)																
8.	Date of Birth (proof of age must be enclosed)		/		/												
9.	Age as on 01.06.2017																
10.	Sex			Male				Female									Third Gender

B. Academic Qualification (Starting from Std X):-

Sl. No.	Name of Examination	Board/ University	Year of Passing	Marks Obtained	Total Marks

Contd. P/2

C. Computer Qualification :-

Sl. No.	Name of Course	Board/Council/ Institution/ University	Year of Passing	Division/ Class /Grade (with marks if any)

For terms (B) and (C) above-

- (i) Use separate row for each qualification.
- (ii) Mention total marks obtained by you in the examination and total marks on which exam held.
- (iii) Self-attested photocopies of all qualification must be enclosed with the Application Form in support of the above statements.

(D) Details of the Job Experience of the Candidate:- (Attach extra sheet, if necessary)

Sl No.	Name & Contact Number of the Employer	Job Designation/ Description	Joining Date	Release Date

For Item (D) above-

- (i) Copy of employment certificate issued by employer on official letter head must be enclosed with the Application Form in support of the above statements.

DECLARATION OF THE APPLICANT

I do hereby solemnly declare and affirm that all the information furnished in this Application about me and my academic/ computer/professional qualifications are true to the best of my knowledge and belief. I do hereby undertake that Additional District Magistrate (Dev), Birbhum and Chairman of the selection committee may debar me from participating in the Selection Process at any stage and also take any legal action for submission of any information or document that is provided to be false.

I further declare that I, being a candidate serving under the Government/ Government Undertaking/ Statutory Body, have informed the Head of the Office/ Department in writing that I am applying for this post. [Strike out this para if not applicable]

Yours faithfully,

Date :

Signature in full

Place :

Name in Capital Letters.....

N.B. The Planning Section, Birbhum will summarily reject any application found to be incomplete, defective or lacking requisite documents.

For Office use by DPLO, Birbhum only

Application Number					Application Received on			/			/	2	0	1	7
Documents Checked by					Application Status	OK		REJECTED							