

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. A treasury Challan of Rs.....Rupees.....
.....Vide T.V. No.....is attached herewith.

Signature of Applicant.

1. Full name in Capital letters with address; if any surname first.

Surname

2. Date of birth :

.....
Year Month Date

3. Place of Birth:

.....
Village/Town Police Station District State

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

5. Personal Description :

A. Height : B. Colour of Eyes :
.....MCM

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

6. 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:
.....
.....

7. Reference :

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

A. B.
.....
.....
.....

8. Are you a Citizen of India ? if so, how ? (copy of Citizenship certificate should be enclosed where necessary):.....

9. 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 :
.....
.....
.....

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

14. Are you a trained in or a member of the National
Cadet Corps or Territorial Army ? if so give
Particulars
.....
.....

15. Are you married or unmarried ?
.....

Signature

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