

**APPLICATION FOR THE POST OF SENIOR PRIVATE SECRETARY/ PRIVATE SECRETARY / SENIOR PRIVATE SECRETARY AND PRIVATE SECRETARY BOTH**  
(Strike out whichever is not applicable)

Please paste  
(not pin) a  
recent passport  
size colored  
photograph with  
signature  
across

1.	Full Name of the candidate (in Block letters)	Mr./ Mrs./Ms.			
2.	Father's/ Spouse Name (strike off whichever is not applicable)				
3.	Category (SC/ST/OBC/EWS/Gen.), if belonging to SC/ST/OBC/EWS, relevant certificate is to be enclosed.				
4.	Whether person with disability (PWD), if so relevant disability certificate is to be enclosed.				
5.	Nationality:				
6.	Gender:	Male		Female	
7.	Religion :				
8.	Date of Birth				
9.	Age as on the closing date	Years	Months	Days	
10.	Present postal address with Pin Code (for communication)				
11.	Permanent address With Pin Code				
12.	Valid Email ID				
13.	Mobile No				
14.	Educational qualification (from 10 <sup>th</sup> onwards)	10 <sup>th</sup>	12 <sup>th</sup>	Graduation	Any other

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	(i) Name of Examination				

	(ii) University/ Board					
	(iii) Month and Year of Passing					
	(iv) Subject					
	(v) Percentage of marks					
15 A	Technical qualification	Shorthand		Typing		
	(i) Name of the institution					
	(ii) Speed					
15 B	Whether possess working knowledge of computer (Please tick whichever is applicable)	Yes		No		
16.	Two choices of examination centers, in order of preference	1. 2.				
17.	Details of Employment in chronological order(enclose a separate sheet, duly authenticated by your signature, if necessary)	Name of the organization	Post held	Nature of duties	From	To
18.	Additional information, if any, which you would like to mention in support of your suitability for the post (enclose separate sheet, if necessary)					
19.	List of enclosures					
<b>Declaration</b>						
(i) I hereby declare/ certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/ false or incorrect or ineligibility being detected before or after the examination, my candidature/ appointment is liable to be cancelled at any stage of recruitment.						
(ii) I hereby certify that there is no criminal case pending against me.						
Date:						
Place:		(Signature of candidate)				

**CERTIFICATE TO BE GIVEN BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY  
OF THE APPLICANT**

It is certified that the information/ details provided in the above application by the applicant are true and correct as per the available records. He/ She possesses educational and technical qualifications as mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified that;

(i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.

\_\_\_\_\_  
(ii) His/ Her integrity is certified.

(iii) No major/ minor penalty has been imposed on him/ her during the last 10 years.

Or

A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Signature -

Name -

Designation -

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)