

STANDARD FORM OF APPLICATION

Date .....

To

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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.  
(Please do not use any initials)  
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2. Date of Birth :-  
..... Year ..... Month ..... Date
3. Place of Birth :-  
.....  
Village / Town                      Police Station                      District                      State
4. Father's / Mother's / Husband's name (in case of married female) :-  
(Please do not use any initials)  
.....
5. Personal Description :-  
A. Height : .....M .....CM      B. Colour of Eyes : .....  
C. Colour of hair :-                      D. Visible distinguishing marks; if any :  
.....  
.....
6. A. Permanent Address in full :                      B. Present Address in full :  
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.....  
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- C. If you have not resided at the above address continuously for the last four year, please give the other address where you have resided during the period :-  
From : ..... To : Address : .....

7. Reference – Name & Address of two responsible persons in your localities who would be prepared to vouch for you :-

A. .... B. ....  
.....  
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8. Educational & other qualifications (Please attach copies of Certificates, Marksheets, etc. :-

Name of Institution & Address	Date of Entering	Date of Leaving	Examination Passed	Division	Subjects Taken

9. Are you a member of SC / ST ? Answer ‘Yes’ or ‘No’. If ‘Yes’, give particulars supported by a certificate (Copy to be enclosed :-

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10. Present occupation; if any :-

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11. Previous appointment held; if any :-

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12. Are you a temporary/retrrenched personal of a Temporary Department of the Government of Meghalaya ? Answer ‘Yes’ or ‘No’; if ‘Yes’, give particulars :-

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*Signature.*