

APPLICATION FORMAT

Recent Passport size
colour photograph
duly signed by the candidate

To

**The District Magistrate &
Chairman, District Child Protection Unit, Nadia.**

Sir,

In reference to your advertisement vide Memo No. _____, dated _____, I beg to offer myself as a candidate to the post of _____ at Children's Home for Girl's (Govt.), Nadia. Relevant particulars in respect of me is given below.

Basic Information:-

Name (in capital letters) :
Father's / husband's name :
Address for Communication :
with PIN
Mobile Phone No. :
E-mail ID (If available) :
Date of Birth : Age (as on 01 .01.2017) :
Sex :
Marital Status :
Category (cast) :
Physically Handicapped : Yes / No

Academic Qualification (including Computer qualification):-

Sl. No.	Name of Examination	Board/University	Year of passing	Total Marks	Marks obtained

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

Sl. No.	Name & Contact Number of the Employer	Job Description	Joining Date	Date of release

Documents submitted: -

1. In support of Age :
2. In support of Educational Qualification :
3. In support of Computer Qualification, Knowledge / Working Experience :

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 and correct to the best of my knowledge and belief; if anything found false, the Selection Committee shall lead me to rejection of application or candidature at any stage and also take any legal action against me.

Yours faithfully,

Place:

Date:

(Full Signature of Candidate)

N.B. The Selection Committee will summarily reject any application found to be incomplete, defective or lacking requisite documents.

FOR OFFICE USE ONLY

Application No.	
Application received on	
Documents checked by	
Application Status	Ok
	If REJECTED, reason:-

Interview Letter

Staff Recruitment

At

Children's Home for Girl's (Govt.), Nadia

(To be filled by the Candidate)

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Name of the Post Applied for :

Name (in capital letters) :

Father's / husband's name :

Address for Communication :
with PIN

Signature of Candidate

(For Office Use)

Roll No. :

Date of Interview :

Time of Interview :

Venue :

Authorized Signatory

Note: Bring Photo Identity Card, all original certificates in support of age, education & experience and NOC from concern Authority, if applicable.