

4.0 Particulars of the qualifications obtained as per the notice of inviting applications to call for the interview

4.1 Date of First Appointment :-

Post	Date of appointment to the post	Period of service in the post
Temporary Authorized Officer		
Authorized Officer		
Senior Authorized Officer		

4.2 Total period of service in the post of Senior Authorized Officer as at the closing date of calling applications :-

4.3 Qualifications :

Serial No.	Qualifications	Course	Institution studied	Duration (as mentioned in the certificate)
01	Additional Educational Qualifications			
02	English Language Proficiency			
03	Proficiency in Other Languages			
04	Computer Knowledge			
05	Training Certificates			
06	Other			

N.B. :- Copies of the certificates should be sent along with the application.

5.0 Applicant's certificate:

I state that the above particulars furnished by me are true and correct, that all the parts have been filled correctly, that if the statements made by me are found to be incorrect, I am liable to be disqualified prior to making appointment and dismissal from service after the appointment and I am abided by all rules and regulations.

.....
Date

.....
Signature of Applicant

6.0 Attestation of the Applicant's signature

I hereby certify that the Senior Authorized Officer Mr./Mrs./Miss who submits this application has placed his/ her signature in my presence on

.....
Date

.....
Signature of the officer attesting the signature

Name in full :
Designation :
Date :
(Attest with the official seal)

7.0 Recommendation of the Head of the Department:

I certify that Mr./Mrs./Misswhose information has been mentioned above is serving in this Institution, that there is no any offence against him / her and that he / she can be released from the post holding in this Institution at present if he / she is selected to this post.

.....
Signature of the Head of the Department/ Institution.

Name :
Designation :
Address :
Date :
(Place the official seal)