

PROFORMA FOR APPLICATION FOR THE POST OF
STENO TYPIST UNDER RESERVED CATEGORY

Advertisement dated: ___/___/2017

1. Name of Applicant: _____

2. Father's name: _____

3.

a. Permanent Address: _____

Along with Telephone No. _____

b. Contact Address: _____

Along with Telephone No. _____

Passport Size
Photograph

4. Nationality: _____

5. Date of birth: _____

6. Age: _____

7. Passing Punjabi at Matric level: _____

8. Category: _____

9. Qualifications:

Exam Passed	Regular/ Correspondence	Major Subjects	Year of Passing	Board/ University	% age of Marks and Division

Attach proof in support of above qualifications/marks.

10. Experience:

Organisation	Designation	From -To	Total No. of Years

Total experience in number of months/year:

Attach proof of experience

11. Knowledge of Computers:

Attach Proof, if available

Declaration: It is certified that the above information is true to the best to my knowledge.

Signature

List of enclosures:-

1. Proof of Caste	:	Attached / Not attached
2. Photo	:	Attached / Not attached
3. Proof of Punjabi	:	Attached / Not attached
4. DOB Certificate	:	Attached / Not attached
5. Matriculation	:	Attached / Not attached
6. Qualification/exp. certificates	:	Attached / Not attached
7. Experience certificate	:	Attached / Not attached
8. Knowledge of computers	:	Attached / Not attached
9. Other qualifications, if any	:	Attached / Not attached