



**2. Computer Literacy (Certified copies should be attached/ If you need, please use a separate paper)**

SN	Institution	Name of the Course	Duration

**3. Any Other Professional Qualifications (Certified copies should be attached/ If you need, please use a separate paper)**

.....

.....

.....

.....

.....

**4. Other Skills and Competencies**

.....

.....

.....

.....

.....

**C. Working Experience (If you need, please use a separate paper)**

SN	Institution	Job Title	Duration	Duties Performed


***Declaration of the Applicant***

I do hereby declare that the particulars furnished by me in this application are true and accurate. I am also aware of the fact that if the particulars furnished by me are found to be false or incorrect, I am liable to disqualification if detected before selection and, to dismissal without any compensation if detected after appointment.

.....

**Date**

.....

**Signature of the Applicant**

***Recommendation of the Head of the Department***

I do hereby certify that the foregoing particulars furnished by Mr/Mrs/Miss ..... holding the post of .....in this Department/ Institution have been verified and the said particulars are found to be true according to the personal file of the said officer. I certify that he/she has been confirmed in the post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such action. He/she can be released from the service if selected to this post with/without replacement. (Please strike off the irrelevant words)

.....

**Date**

.....

**Signature and Seal of the Head of the Department**