

**APPLICATION FOR THE POST OF BLOCK INFORMATICS OFFICER / CLERK-CUM-TYPIST**

**( Ref:- Memo No. 1218/P&RD Dated,12-07-2012 )**

To,  
The District Magistrate &  
Executive Officer (ZP),  
Hooghly.

Affix recent  
passport size  
photograph duly  
attested by  
Gazetted Officer

Sir,

With reference to the above, I offer myself as a candidate for the post of \_\_\_\_\_.  
My candidature is furnished below for favour of your kind consideration.

- (1) Name of the post applied for :
- (2) Name in full (IN BLOCK CAPITAL LETTERS) :
- (3) Father's Name :
- (4) Husband's Name (if applicable) :
- (5) Full Address (IN BLOCK CAPITAL LETTERS)  
mentioning Post Office, Block, Sub-Division,  
District and Pin Code.
  - a) Postal Address :
  - b) Permanent Address :
- (6) Male/Female :
- (7) Date of birth
  - a) (DD/MM/YYYY) :
  - b) Age as on 1<sup>st</sup> January, 2012 :

(Enclose attested copy of age proof certificate:  
Madhyamik admit/ Certificate, Birth Certificate,  
etc.)

- (8) Whether General/SC/ST/OBC, SC/ST/OBC :  
candidates not belonging to the State of West  
Bengal should indicate their community 'General'.  
[SC/ST/OBC candidate shall attach attested copy  
of certificate(s)]  
If SC/ST/OBC, mention the Sub-caste, the name of  
the State from which SC/ST/OBC certificate  
obtained and the designation of issuing authority.

(9) Whether the applicant is a person with disability, :  
 (Write 'Yes' or 'No') [If yes, attach attested Xerox copy of P.H. certificate][Applicable only for such vacant post mentioned for P.H.]  
 State the category of disability (Put '✓' mark in the appropriate box).

Both legs.	One leg	One arm	Partially deaf	Low vision

(10) Whether a citizen of India as defined in Part-II of the Constitution of India :  
 State, whether a natural citizen or a citizen by registration (If by registration, attach self-certified or attested copy of certificate).

(11) Do you have ability to read, write and speak in Bengali? (Write 'Yes' or 'No') :  
 State your mother tongue. :

(12) Academic Qualifications (Madhyamik and onward).  
 [Attested copy of all certificates must be attached to the application].

Name of Examination.	Name of Board/ University/Council.	Division/Class.	Year of passing.	% of marks obtained.

(13) Details of Typing speed and certificate (Regarding typing enclose attested copy of certificate, if applicable):

(14) Details of Computer knowledge (enclose attested copy of certificate):(if applicable)

Name of Course.	Name of the Institute.	Division/Class/ Grade.	Year of passing.	% of marks obtained.	Data entry speed (depressions per hour)

(15) Brief account of desirable qualification.....

(Enclose attested copies of certificates)

(16) If you have, at any time, been employed give details:

Name of the Post	Temporary/ Permanent/on Contract basis	Office where employed	Date of joining in the Service	Date of leaving, if any, the Service	Cause of leaving the Service

(17) The list of documents enclosed:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

**DECLARATION**

I solemnly declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature will be liable to be cancelled, (b) Original documents, certificates will be produced on demand, \*(c) I have informed the Head of my Office/Department in writing that I am applying for such post (\*Strike out if not applicable).

***[The above declaration should be written by the candidate in his/her own hand-writing and in running script in the space provided below]***

<p><b><u>DECLARATION</u></b></p>
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Yours faithfully,

Date:

Place:

\_\_\_\_\_  
(Signature of the candidate in full)

(Full name to be written clearly)