Application

Driver/ Multi Duty Technician/ Cook/ Pump Operator/ Waiter Roomboy/ Office Aide

(Please underline the position apply)

1. Personal Details

1.1 Full Name : Mr./ Ms. …….

1.2 Name with Initials : …….

1.3 Date of Birth : …… 1.4 Age as at 25.11.2026: Y…… M …… D …….

1.5 Residence Address : …….

…….

1.6 Postal Address : …….

…….

1.7 Mobile No. : …….

1.8 Residence Tel. No. : …….

1.9 National Identity Card No. : ……

1.10 Email Address : …….

2. Educational Qualifications:

2.1 G. C. E. (O/L) Examination

Index No: …… Year: ……..

Subject	Grade

Subject	Grade
Religion	

Index No: …… Year: ……..

Subject	Grade

Subject	Grade
Religion	

2.2 G. C. E. (A/L) Examination Index No: …… Year: ……..

Subject	Grade

Subject	Grade

2.4 Diploma/ Higher Diploma

Diploma/ Higher Diploma/ Degree	University/ Institute	Duration			Copy of the certificate to be attached
		From	To	No. of months/ Years	
					Annexure (…)
					Annexure (…)
					Annexure (…)

2.5 Certificate Courses

Certificate Course	Institute	Duration			Copy of the certificate to be attached
		From	To	No. of months/ Years	
					Annexure (…)
					Annexure (…)
					Annexure (…)

3. Professional Qualifications/ National Vocational Qualification (with NVQ Level):

Courses	Institute	Valid Date	Copy of the certificate to be attached
			Annexure (…)
			Annexure (…)
			Annexure (…)

4. Proficiency (Only for the Driver Position)

A valid heavy vehicle driving licence issued by the Commissioner General of Motor Traffic.

Licence No.	Issued Date	Expiry Date	Copy attached

5. Work Experience:

Years & Months		Position	Organization	Copy of the certificate to be attached
From	To			
				Annexure (…)
				Annexure (…)
				Annexure (…)

6. Other Skills and Performances:

	Area of acquired skills/ Performances/ Extra Curricular Activities	**Copy of the proof documents to be attached**
		Annexure (…)
		Annexure (…)
		Annexure (…)
		Annexure (…)
		Annexure (…)

7. Details of Two Non Related Referees

7.1 Name : ……

Address : ……

Contact No. : ……

Email : ……

7.2 Name : ……

Address : ……

Contact No. : ……

Email : ……

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and forward the same for your kind consideration.

…… ……

Signature of the Applicant **Date**

If the candidate in the service of Government Department/State Corporation/ Statutory Boards should submit their application through the respective Heads of Department.

…… ……

Signature & Seal **Date**

Head of the Department