

**APPLICATION FOR POST OF STENO-TYPIST
ON PURELY TEMPORARY / CONTRACT BASIS
At Head Office, of Council for Leather Exports**

(Vacancy Notification No.CLE-HO/Admn/Vacancy/2017-18 dated 22.01.2018)

**AFFIX YOUR
PASSPORT
PHOTO HERE**

| | | |
|--|-----------------|---|
| Name (in Capital Letters) | | |
| Father's Name | | |
| Address for Communication, including Phone, Mobile, E-mail etc. | Postal Address: | |
| | Mobile: | |
| | E mail: | |
| 1. Date of Birth (Date /Month/Year) – Attach proof 2. Age as of 01.01.2018 | | |
| City of Residence: | | |
| Educational Qualification (Attach Proof) | | |
| Technical Qualifications (Attach Proof) | | |
| Information pertaining to eligibility (<i>as per format given below</i>) | | |
| | | Qualification/experience possessed by the applicant |
| Essential (Attach Proof) | 1. | |
| | 2. | |
| | 3. | |
| Desirable (Attach Proof) | 1. | |
| | 2. | |
| | 3. | |

| Work Experience (Years and Months completed) (Attach Proof) | | | | | | |
|---|--------------------|-------------------------------|-----------------------|---------------------|------------------------|------------------|
| Details of employment held in chronological order including present employment. <i>(Please fill the details as per format below. Please enclose separate sheet duly authenticated by your signature if space is insufficient)</i> | | | | | | |
| S. No. | Office/Institution | Post held during last 3 years | From (Month and year) | To (Month and Year) | Remuneration per month | Nature of duties |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| Salary / Gross emoluments drawn per month (Rs.) (Please Attach Last Pay Certificate) | | | | | | |
| Name and contact details of your last / present employer (Address, Mobile, E mail) | | | | | | |
| Self- appraisal as to why I consider myself suitable for the post (not more than 200 words) (Attach separate sheets-preferable print outs) | | | | | | |

I hereby certify that the details given above are true to the best of my knowledge and belief and I shall be liable for disqualification for the post applied for if the details are found to be false and incorrect.

Signature of the candidate :

Mobile Number :

Date :

Place :
