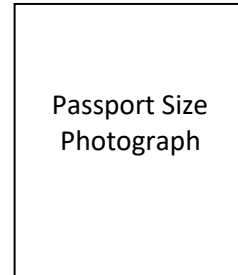


**PROFORMA FOR APPLICATION FOR THE POST OF  
STENO TYPIST UNDER RESERVED CATEGORY**

*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.* \_\_\_\_\_
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 |
|---|-------------|----------|--------------------|
|   |             |          |                    |
|   |             |          |                    |
|   |             |          |                    |
|   |             |          |                    |
|   |             |          |                    |
| <b>Total experience in number of months/year:</b> |             |          |                    |

*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 |