

**PROFORMA OF APPLICATION FOR THE POST OF "STENOGRAPHER"**

1. Full Name of the applicant

(In Hindi) : .....

(BLOCK Letters in English) : .....

Affix self  
attested recent  
passport size  
photograph

2. Father's/Husband's Name

(In Hindi) : .....

(BLOCK Letters in English) : .....

3. Date of Birth (In English in Words) : .....

(In English in figure) : .....

4. Age as on **01/01/2023**

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Y M D

5. Sex -

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(mention code 1 for Male 2 for Female &amp; 3 for Third Gender)

6. Whether, bonafide resident of Chhattisgarh -

Yes / No

(If yes, enclose the attested copy of bonafide resident certificate issued by the competent authority.)

7. Educational qualification :

S. No.	Name of Exam.	Board/ University	Year of passing	Div./%/age/ Speed w.p.m.
1.	10th			
2.	12th			
3.	Graduation			
4.	Post Graduation			
5.	English Shorthand			
6.	English Typing			
7.	Other			

In case speed of Shorthand & Typewriting has not been mentioned in the certificates, the candidate has to furnish the certificate as mentioned in Annexure-A of this advertisement.

8. Experience (if any) : Yes/ No  
[If yes, attach certificate(s)]

9. Whether : (please tick whichever is applicable )

SC	ST	OBC	UNRESERVED

(In case of SC/ST/OBC, enclose the attested copy of permanent Caste Certificate issued by the competent authority.)

10. Postal address : .....  
: .....  
: .....

11. Permanent address : .....  
: .....  
: .....

12. E-mail : .....

13. Whether, Physically Disabled : Yes/ No  
If Yes, mention type and percentage of Disability : .....  
(Attach certificate issued by competent authority).

14. Whether, the candidate is serving in : Yes / No  
govt./semi govt. organization  
(If yes, application must be sent through proper channel  
or accompanied by No Objection Certificate of the department  
concerned, issued after publication of this advertisement)

15. List of enclosures :-  
1. .... 2. .... 3. ....  
4. .... 5. ....

\_\_\_\_\_  
(Signature of Applicant)

**DECLARATION**

I, the above-named applicant, do hereby declare that the statements made in this application are true, complete and correct to the best of my personal knowledge and belief and that I have not suppressed any material fact. If at any time, either during the course of recruitment or after joining services, it is discovered that any of the information furnished is incorrect or any material fact was suppressed, my candidature shall be liable to be rejected/ services shall be liable to be terminated, as the case may be.

\_\_\_\_\_  
(Signature of Applicant)

Place:

Date:

**Annexure -A****To whomsoever it may concern**

This is to certify that this institution (name of the institution) ..... is recognized by.....(name of University/ Board/ recognised Board of Shorthand & Typewriting Examination) and .....(name of the applicant) has passed the English Shorthand examination @..... w.p.m., English Typing Examination @ .....w.p.m.

Name & Signature with seal  
(Head of the Institution)

(The signing authority should ensure that their institution must be recognised by University/Board/recognised Board of Shorthand & Typewriting Examination).