

Annexure - A

**Application for the Post of Personal Assistant/Accountant/S.S.A in National Legal Services Authority**

1. Name and Address (in Block Letters):
2. Date of Birth( in Christian Era):
3. Date of Retirement:
4. Qualifications:
5. Details of Employment, in chronological order:

Office/ Institution	Post Held	From	To	Pay Level in Pay Matrix	Nature of duties (in detail)

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
7. In case the present employment is held on deputation basis, please state:-
  - (a) The date of Initial appointment.
  - (b) Period of appointment on deputation.
  - (c) Name of the parent office/organisation.
8. Additional information, if any, which you would like to mention in support of your suitability for the post.

Date

Signature of the Candidate

Address:

**Countersigned  
(Employer with seal)**

**Certificate to be furnished by the Employer Head of Office/Forwarding Authority**

1. It is certified that there is no vigilance/disciplinary case either pending or is being contemplated against him/her.
2. His/Her integrity is certified as beyond doubt.

Signature

(Name):

Designation & Tel. No.

Place:

Dated: