**To**

**Affix self-attested resent**

**Passport size colour photograph**

**The Registrar**

**Uttar Baga Krishi Vishwavidyalaya**

**Pundibari, Coochbehar -736165**

Sub: Application for the Post of: ........................................................................................................

Sir,

In response to the advertisement vide no. ......................................................................................... dated ........................................ published in the Website of *Uttar Banga Krishi Viswavidyalaya* for the post of ..................................................................................................., I beg to offer myself as a candidate for the same, and furnish my bio-data for your kind consideration.

**Bio-Data**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Employment Notification No. with Date | | | | | : |  | | | | | | | | |
| 2. | Post Applied for | | | | | : |  | | | | | | | | |
| 3. | NAME (in Block Letters) | | | | | : |  | | | | | | | | |
| 4. | Father’s/ Mother’s/Guardian’s Name | | | | | : |  | | | | | | | | |
| 5. | Date of Birth (in Christian Era) | | | | | : |  | | | | | | | | |
| 6. | Permanent Address | | | | | : |  | | | | | | | | |
| 7. | Communication Address | | | | | : |  | | | | | | | | |
| 8. | Mobile Number | | | | | : |  | | | | | | | | |
| 9. | E-mail (if any) | | | | | : |  | | | | | | | | |
| 10. | Nationality | | | | | ; |  | | | | | | | | |
| 11. | Sex | | | | | : |  | | | | | | | | |
| 12. | Marital Status | | | | | : |  | | | | | | | | |
| 13. | Place of Birth and State | | | | | : |  | | | | | | | | |
| 14. | Whether belonging to SC/ST/OBC/Ex-Serviceman  (pl. attach the relevant certificate from the GOWB) | | | | | : |  | | | | | | | | |
| 15. | Educational Qualifications  (Matric onwards)  (Attested photocopies of certificates to be enclosed) | | : | | Examination  Passed | | Name of School/ College/ University | | Academic  Year | | Marks  Obtained | | Division  (if any) | | |
| Madhyamik Pariksha | |  | |  | |  | |  | | |
| Higher Secondary Exam. | |  | |  | |  | |  | | |
| B.Com.(Degree) | |  | |  | |  | |  | | |
| Other Professional Exam | |  | |  | | | | | | |
| 16 | Other Qualification/Training  (Including Computer Knowledge & other Training in relation with job concerned) | | : | | Qualification: | | | | | | | | | | |
| Training: | | | | | | | | | | |
| 17. | Details of Employment in chronological order(including present post held) | | | | | | | | | | | | | | |
| Sl. No. | Office/Organization with Address & Telephone No. | | Post held | | Regular/  Ad-hoc/  Deputation | | From | | To | | Scale of Pay & Basic Pay (Pre-revised/  Revised) | | Nature of Duties (in short form) |
|  |  | |  | |  | |  | |  | |  | |  |
|  |  | |  | |  | |  | |  | |  | |  |
|  |  | |  | |  | |  | |  | |  | |  |
| Attached additional information, if any, in support of your suitability for the post | | | | | | | | | | | | | |

**Declaration**

I do hereby declare that the particulars furnished above are correct to the best of my knowledge and belief. No disciplinary case has been pending since my professional carriers, as stated-above.

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(Full name &signature of the Applicant)

**Enclosure:**

1. Self-attested photo copy of Admit Card of School Final Exam. as age proof certificate.
2. Self-attested photo copy of Certificate of School Final Exam., Higher Secondary Exam., Graduation and Diploma in Financial Accounting etc.
3. Self-attested photocopy of the Professional Degree/Diploma/Certificates (if any)
4. Self-attested photocopy of the Certificate of Training (Government/Semi- Government Institute or Undertakings/University/Professional body)
5. Self-attested photocopies of SC/ST/OBC/Ex-Serviceman certificates
6. Self-attested photo copy of experience certificates

**NB**: All original certificates along with other testimonials should be submitted before the University for the purpose of verification at the time of walk-on-Interview.

Yours faithfully,

(Full signature of the Applicant)

Place:

Date: