**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) | : | ExaminationPassed | Name of School/ College/ University | AcademicYear | MarksObtained | 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: