

**To
The Registrar
Uttar Baga Krishi Vishwavidyalaya
Pundibari, Coochbehar -736165**

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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:					
Details of Employment in chronological order(including present post held)								
17.	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:

- i. Self-attested photo copy of Admit Card of School Final Exam. as age proof certificate.
- ii. Self-attested photo copy of Certificate of School Final Exam., Higher Secondary Exam., Graduation and Diploma in Financial Accounting etc.
- iii. Self-attested photocopy of the Professional Degree/Diploma/Certificates (if any)
- iv. Self-attested photocopy of the Certificate of Training (Government/Semi- Government Institute or Undertakings/University/Professional body)
- v. Self-attested photocopies of SC/ST/OBC/Ex-Serviceman certificates
- vi. 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: