



**APPLICATION FOR THE POST OF
JUNIOR STENOGRAPHER ON DIRECT RECRUITMENT BASIS**

DD No: _____ **Date:** _____ **Rs.** _____ **Name of the Bank:** _____

1. **Post Code :** _____; **Advt. No. 01/2025**

2. Name (as per SSC/10th class):

3. Father's Name:

4. Mother's Name :

5. Email ID:

6. Mobile No:

7. Date of Birth (as per SSC/10th class):

Age as on **28th July, 2025**: Years: _____ Months: _____ Days: _____

8. **Address:**

(A) Address for Correspondence:

(B) Permanent Address:

Affix a recent
Passport size
Photograph
(Not older than 03
Months) &
sign in the space
provided
below

9. Gender:

10. Nationality:

11. Aadhaar No.:

12. Marital Status: _____ If Married Spouse Name: _____

13. Category (OBC-NCL/ST):
(Enclose self-attested photocopy of the certificate)



14. Whether Person with Disability (PWD)/ Ex-Servicemen (ESM)/ Widowed/ Divorced Women/ Women judicially separated:
(Enclose self-attested photocopy of the certificate)

15. Educational Qualifications:-

Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Essential:

| Sl. No. | Educational Qualifications | Name of the Board | Year of Passing | Marks/ GPA/ Percentage Obtained |
|---------|--------------------------------------|-------------------|-----------------|---------------------------------|
| 1 | SSC / 10 th / Equivalent: | | | |
| 2 | Intermediate / 10+2 / Equivalent | | | |
| 3 | Graduation / Equivalent | | | |
| 4 | Shorthand in English (80 wpm) | | | |
| 5 | Any Other relevant information | | | |

- Enclose a separate sheet, duly authenticated with your signature, if the space is insufficient:

16. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post or not:

17. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient (If applicable):

| Sl. No. | Office/Institution/ Organization | Post Held | From | To | Nature of appointment whether Regular/Adhoc/ Deputation/Private | Scale of pay and Basic Pay therein | Nature of Duties performed |
|---------|----------------------------------|-----------|------|----|---|------------------------------------|----------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |



18. Nature of present employment i.e., Govt./PSU/Autonomous Institutions/ Private/ Ad-hoc/ temporary/quasi-permanent (If applicable)

19. In case present employment is held on deputation / contract basis, please state (If applicable):

- a) The date of initial appointment:
- b) Period of appointment on deputation / contract:
- c) Name of the Parent Office / Organization to which you belong:

20. Please state whether working under:

- a) Central Government
- b) State Government
- c) Universities
- d) Autonomous or Statutory Organizations
- e) Recognized Research Institutions
- f) Private Organizations

21. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

22. Total emoluments drawn per month with break up or Basic Pay, GP, DA etc.

23. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed:

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief / other Allowances etc., (with break-up details) | Total Emoluments |
|---|--|------------------|
| | | |

24. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

25. Name & Addresses of two references along with address, mobile and email:-

| | |
|--|--|
| | |
|--|--|



26. Language fluency:

| S.No. | Language | Read | Write | Speak |
|-------|----------|------|-------|-------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

27. Any other information not covered in the above columns:

28. List of enclosures:

Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process and abide by any disciplinary action by the Competent Authority.

Date:
Place:

Signature of the Candidate

Certificate (To be issued by the forwarding Authority)

It is certified that the particulars furnished above are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 5 years and his integrity is beyond doubt.

Date:

Signature of the Head of
Department with date & Stamp