

## SYNOPSIS

(To be filled and submitted alongwith the completed application form) (Advt.No.\_\_\_\_\_) )

1.	Post applied for	
2.	Name	
3.	Complete address for communication	
4.	Contact No.	
5.	Email Id	
6.	Date of Birth	
7.	Category (UR/SC/ST/OBC) / Sub Category (PH/XSM) (Copy of valid caste certificate is attached)	
8.	Age as on _____ (last date of receipt of applications) (Copy of matriculation certificate is attached)	YY                  MM                  DD
9.	Details of application fee paid	DD No.                                  Dated:                                  Amount:
10.	Whether application sent through proper channel in prescribed format (Yes / No)	

### **EXPERIENCE**

(Details should be exactly as per certificate(s) attached)

[Exact dates to be given - in sequence starting from present employment ]

Designation	Pay band (PB) & Grade Pay and Gross salary	Complete Office address with contact numbers and email id of the Employer & Reporting Officer	FROM			TO			EXACT TOTAL DURATION		
			Date	Month	Year	Date	Month	Year	Years	Months	Days

.....Contd. next page

(Signature of the candidate)

### Educational Qualification

(Details should be exactly as per final mark-sheet/certificate(s) and degrees attached)

[Exact month and year of passing the examination should be given]

Examination (From 10th onwards)	Branch/ Specialization	Subjects	Board/College/ Univ./ Institution	Month and year of passing exam <small>(Copy of final Marksheet attached)</small>	Month & Year of degree awarded <small>(Copy of degree attached)</small>	%age of marks	Division

(Signature of the candidate)

**REMARKS:**  
(FOR OFFICE USE ONLY)

Qualification:	Through proper channel:
Experience:	Received on:
Age:	Any other point:
Fees:	