

**APPLICATION FORM FOR THE POSTS OF PRIVATE SECRETARY,  
ATTENDER & DRIVER**

**(Strike out whichever is not applicable)**  
(Application may be typed in Bold Capital letters)

1.	Name of the Applicant (BLOCK LETTERS)		Affix recent passport size photo
2.	Father's Name		
3.	Date of Birth (with age in years)	..... (DOB) ..... years	
4.	Community	General / BC (OBCM) / BC Muslim / MBC & DC / SC / SC (A) (Strike out whichever is not applicable)	
5.	Gender		
6.	Nationality		
7.	Marital Status		
8.	Permanent Address		
9.	Address for communication:		
10.	Mobile Number :		
11.	Alternate Mobile Number:		
12.	Email Address:		

13. Educational Qualifications\* :

**For PRIVATE SECRETARY:**

Sl. No.	Educational Qualification	Degree / Specialisation	Year of Passing	Name of University/ Board	Grade/ Class obtained	Marks in %
(i)	Graduation					
(ii)	Any other					
(iii)	Tamil Typewriting certificate details					
(iv)	English Typewriting certificate details					
(v)	Shorthand certificate details					
(vi)	Certificate course in Computer on Office Automation details					

**For DRIVER**

Sl. No.	Educational Qualification	Name of the School	Year of Passing	Name of / Board	Grade/ Class obtained	Marks in %
(i)	Pass in 8 <sup>th</sup> Standard					
(ii)	Any other					

**DRIVING LICENCE DETAILS:**

Driving licence No:	
Date & Place of issue:	
Validity:	

**For ATTENDER**

Sl. No.	Educational Qualification	Name of the School	Year of Passing	Name of / Board	Grade/ Class obtained	Marks in %
(i)	Pass in 8 <sup>th</sup> Standard					
(ii)	Any other					

14. Experience\* ( if any)-certificate should be issued by competent authority authorised by the Management.

Sl. No	Name of the Organisation	Designation	Duration		Total Duration	Job Nature
			From	To		
(i)						
(ii)						

\* - (Additional Sheets/Columns / Rows may be added wherever necessary).

\* - Necessary copy of the Certificates /documentary proof need to be attached.

**Declaration:**

I, \_\_\_\_\_, hereby declare that the particulars furnished by me in this application are true to the best of my knowledge and belief. In case, any information is found to be incorrect, my candidature shall liable to be rejected.

**Signature of the Applicant**

Date: \_\_\_\_\_