

To,

The General Manager,
District Industries Centre

Subject: Application for undergoing training in the trade of _____
under M/s. _____.

Sir,

In response to your recent advertisement for the purpose as stated above, I have the honour to offer myself as candidate for the same.

Details of particulars in favour of my candidature are furnished as under :

1. Name (in block letters in full) :
2. Age (as on the 1st March 19) :
3. Qualification :
 - a. Educational :
 - b. Others :
4. Experiences :
 - a. In the line :
 - b. Others :
5. Nationality/ Community :
6. Address :
 - a. Present :
 - b. Permanent :
7. Father's/ Mother's/ Husband's Name :
8. Home Address :

Dated :

Yours faithfully,

The _____

Signature of applicant

REMARKS OF THE RECOMMENDING AGENCY:

Signature & Seal of the Recommending Agency

REMARKS OF THE VERIFYING OFFICER

Signature & Seal of the Officer on the spot

1. Selected / Rejected :
2. Remarks :

(For official use only)

General Manager,
District Industries Centre
East Khasi Hills District, Shillong.