

Proforma of application for the post of Lower Division Clerk

(Direct Recruitment)

1. Post applied for : Lower Division Clerk

2. Name of the Applicant:

3. Father's / Spouse Name:

4. Date of birth: / /.....Age on closing date:

5. Place of Birth:

6. Marital Status: Single / Married / Divorced / Widowed:.....

7. Gender: 8. Nationality:

9. Category: SC / ST / OBC / EWS / ESM/etc.....

10. Aadhaar No. :

11. Correspondence Address with Pin code, Telephone Number & Email ID:

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.....
.....

12. Permanent Address with Pin code, Telephone Number & Email ID:

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.....
.....

13. Educational Qualification:

S. No.	Name of Course / Exams Passed	University / Institution Board	Duration of the Course	Year of Passing	Main subjects taken	Subject of Specialisation	Div./ Class & % of Marks
1							
2							
3							

Self-attested photograph to be pasted here

14. Details of present post held (if any):

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15. Details of Employment/experience (Attested copies of 'Experience Certificates' to be attached):

Office/Instt.	Position held	regular/temporary/permanent	Level as per 7 th CPC	Exact dates to be given (indicate day, month & year)		Nature of duties
				From	To	

16. Fee Payment Details: (if applicable)

Name of the Issuing Bank:

Draft No. & Date of Issue:

Amount of Fee (Rs.):

17. Technical & Computer Literacy

Computer Proficiency (Yes / No):

Typing Speed (if applicable):WPM

Software Skills (MS Office, Tally, Programming, etc.) :.....

Other Certificates / Diplomas in Computers (if any) :

18. Sp. Course / Certification:

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19. Extra-Curricular Activities & Achievements:

20. Certificate by the applicant:

I..... State that I have carefully gone through the eligibility criteria for the post of in MSRVVP, as notified in the website of the MSRVVP and certify that I am eligible to be considered for the post. I have enclosed the required self-attested copies of the educational & other qualifications.

If any information is found false, incorrect, or concealed, I understand that I may be disqualified from selection or, if appointed, my employment may be terminated without notice or compensation.

Date: _____

Place: _____

Signature and Name of the Candidate

NO OBJECTION-CUM-VIGILANCE CLEARANCE CERTIFICATE

(For In-Service Candidates Only)

The applicant, **Shri/ Ms.** _____, is holding a **permanent /temporary** post of _____ in _____ (Department/ Office) the pay scale as per **7th CPC, Level** ____, from _____ (**Start Date**) to _____ (**End Date**), and his/her basic pay is Rs. _____ per month. This office has no objection to **Shri/ Ms.** _____, applying for the post _____ of _____ under _____ Advertisement No. _____ at **MSRVVP, Ujjain, and will be ready to relieve him/her immediately on being selected / offer of appointment issued for the said post.**

Further, it is certified that no disciplinary proceedings, vigilance case, or criminal proceedings are either pending or contemplated against **Shri/ Ms.** _____.

Date: _____

Place: _____

Head of the Institution/Authorized Signatory

Name & Office Seal: _____

CHECKLIST OF DOCUMENTS TO BE ATTACHED

(✓ Tick the appropriate boxes before submission)

- Demand Draft (DD) as per application fee**
- Self-attested copy of Matriculation (10th) Certificate (for Date of Birth proof)**
- Self-attested copy of Intermediate (12th) Certificate**
- Self-attested copies of Graduation and Post-Graduation Degrees & Mark Sheets**
- Self-attested copies of Experience Certificates (if applicable)**
- Experience Certificate and NOC cum Vigilance Clearance Certificate on prescribed format as per annexure (if applicable)**
- Caste Certificate (if applicable)**
- Self-attested copy of Computer Literacy Certificate**
- Any Other Relevant Documents (Specify: _____)**

Date:

Signature of the applicant

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