

**FORMAT FOR APPLICATION FOR THE POST OF Jr. DATA ENTRY OPERATOR  
(TRANIEE) in T&S GRADE-E.**

1. Application for the post of : \_\_\_\_\_
2. Name (in block letters) : \_\_\_\_\_
3. Present designation with grade/category : \_\_\_\_\_
4. Present place of posting : \_\_\_\_\_
5. PIS No. : \_\_\_\_\_
6. Mobile No. : \_\_\_\_\_
7. Date of Birth : \_\_\_\_\_
8. Whether SC/ST/General : \_\_\_\_\_  
(Photocopy of valid caste certificate duly self attested must be enclosed in case of SC / ST)
9. Date of initial appointment : \_\_\_\_\_  
(Attach Photo Copy of the appointment letter duly self attested)
10. Date of confirmation on initial appointment : \_\_\_\_\_  
(Applicable for those who are presently designated as Category-I)
11. Educational / Professional qualification  
(Photocopy of certificate duly self attested must be enclosed)

| SL. No. | Exam. Passed | Name of the Institute | Board/ University | Year of Passing | %age of Marks | Div./ Grade |
|---------|--------------|-----------------------|-------------------|-----------------|---------------|-------------|
|         |              |                       |                   |                 |               |             |
|         |              |                       |                   |                 |               |             |
|         |              |                       |                   |                 |               |             |

**Declaration / Undertaking**

Certified that the information given above is true and correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect / false or any certificate submitted by me is not genuine / authentic or the date of birth in educational certificate does not match with service record or the course / institute is not recognised / approved my candidature for the post applied is liable to be cancelled & disciplinary action may be taken by the management of CCL as per rule. On my selection, I am willing to be posted in any Project of the company as per requirement of the company and will not apply for change of place of posting.

Signature of the Employee

### Certificate

This is to certify that consent has been given to release the candidate without substitute from department in the event of his / her selection.

GM/HOD of Department in HQ

### Certificate

**Certificate for employee whose service record maintained at area / GNH / CHR / Security / IICM  
(for employees on the roll of CCL only)**

All application must be routed through HOD (Security) /GM(P/IICM)/CMS I/C GNH/ Staff Officer (P&A) of the Area . The following details to be filled in case of employees posted in Areas / IICM (For employees on CCL Roll)/GNH/CHR/Security.

| Name<br>Designation<br>& PIS No. | Date of<br>Initial<br>Appointment | Date of<br>Joining | Date of<br>regularization | Date of<br>Birth | Qualification<br>as per<br>Service<br>Record | Caste as<br>per<br>service<br>Record | Place of<br>Posting<br>(Deptt./<br>unit/Area) |
|----------------------------------|-----------------------------------|--------------------|---------------------------|------------------|--|--------------------------------------|---|
|                                  |                                   |                    |                           |                  |  |                                      |   |

This is to certify that I have verified the Bio-data particulars furnished by the employee in his application from the service Records / Form-B register of the employee and found correct. Photocopy of the certificates submitted along with the application have been verified and confirmed from its original and attested to be true copy of the same. No department case is pending or contemplated against the employee.

Personal Executive of the Project/Unit

Project Officer

### Certificate

This is to certify that the application submitted by the candidate has been scrutinized in terms of the eligibility conditions laid down in the internal notification & Cadre Scheme Provisions. The candidate is found eligible for consideration for the post applied for. It is also agreed to release the candidate without substitute from area in the event of his/her selection.

Staff Officer(Personnel)

General Manager