

To

The District and Sessions Judge,
Battagram

SUBJECT:- APPLICATION FOR THE POST OF COMPUTER OPERATOR (in BPS-16)

Respected Sir,

Most humbly I beg to submit that I have come to know through proclamation published on _____ in the daily _____ (Newspaper) that there is one post of Computer Operator lying vacant under your kind control. I offer my services for the same with the following particulars:-

S #	P	A	R	T	I	C	U	L	A	R	S
1.	Name										
2.	Father's Name										
3.	Domicile										
4.	Present Home Address										
5.	Permanent Home Address										
6.	Date of Birth										
7.	CNIC #										
8.	Detail of Academic Qualifications	Give detail and name of concerned Board & University from where the requisite examination was passed with year, marks obtained and Division.									
		Name of Board/University		Year		Roll #.	Marks Obt:	Div: or Grade.			
				Annual	Supp:						
		(a). SSC Exam									
		(b). Intermediate									
		(c). B.A/B.Sc									
		(d). M.A/M.Sc									
(e). Others											
9.	Typing Speed	_____ words per minute.									
10.	Experience (if any)										
11.	Contact #										
12.	Total age on 03.08.2018	_____ Years _____ Months & _____ Days.									

In light of above noted bio-data and particulars, it is, therefore, requested that I may very kindly be given a chance to serve under your kind control. I assure your honour that I will leave no stone unturned and will perform my duty honestly and properly to the best of my knowledge. Photo-copies of my academic documents are enclosed herewith; however, the original will be produced at the time of test & interview.

Dated: _____ / _____ /2019

Yours Obediently

Signature of the applicant