

To

**The District and Sessions Judge,
Battagram**

**SUBJECT:- APPLICATION FOR THE POST OF JUNIOR CLERK
(in BPS-11)**

Respected Sir,

Most humbly I beg to submit that I have come to know through proclamation published on _____ in the daily _____ (Newspaper) that there are some subjects posts are 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.	
	(a). SSC Exam.			Annual Supp:							
	(b). Intermediate.										
	(c). B.A/B.Sc.										
	(d). M.A/M.Sc.										
	(e). Others.										
9.	Typing Speed.	_____ w.p.m in typing.									
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