

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 03.08.2019	_____ 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