

To

**The District and Sessions Judge,
Battagram**

SUBJECT:-

**APPLICATION FOR THE POST OF JUNIOR SCALE
STENOGRAPHER/STENO TYPIST (in BPS-14)**

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. (a). SSC Exam. (b). Intermediate. (c). B.A/B.Sc. (d). M.A/M.Sc. (e). Others.	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 Annual Supp:		Roll #.	Marks Obt:	Div: or Grade.
9.	Typing/ Short hand Speed.	_____ w.p.m in typing and _____ w.p.m in shorthand.					
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