

(PROFORMA)

To
The Sr Divisional Personnel Officer
South Eastern Railway/Adra

Sub: Selection for the post of Shunting Master Gr.II in GP.Rs.2400/-/Level-4.

Ref: SER/P-ADA/ET/210/14/STGM Gr.II/01 Adra dt.19.06.17.

Sir,

In reference to the above notification, I beg to offer myself as a candidate for the said selection.

My service particulars are given below.

01. Name (In block letters) :
02. Father's name :
03. Caste :
04. Designation :
05. Working under/Statin :
06. D.O.B. :
07. D.O.A. :
08. Capacity on apptt. :
09. Date of regularization :
10. Present Pay :
11. PB & GP. :
12. Educational Qualification :
(For Gr.D staff only)
13. Date of promotion to the :
Present grade.
14. P.F.No./Emp.No. :
15. Initial Training course completed :
Certificate from DTTC/Adra for
Gr.D staff only.
16. Bill Unit No. :
Date:

Yours faithfully,
(Signature of the candidate)

1. Forwarding of Supervisor with Seal.
2. Countersigned by AOM/Adra with Seal..
3. Particulars are verified and found correct.
4. Signature of concerned Dealing Asstt. of Optg.Bill Section.

Countersigned by
Ch.OS/Opstg.Bill.