

To

The Ld. District and Session Judge,
Civil and Sessions Division,
.....

Subject: Application for the post of Peon.

Sir,

“Jai Hind”

Kindly refer to your advertisement No.....

Dated,..... on the subject cited above. In this regard, it is submitted that I fulfill the required qualification/ requirements and apply for such post. My bio-data is as under:-

1. Name(in capital letters) :-
2. Father's Name :-
3. Date of birth (Attested copy is enclosed):
4. Qualification (Attested copy is enclosed):
5. Experience, if any (Attested copy is enclosed):-
6. Category belongs to (Attested copy is enclosed):-
7. Office Address:
8. Date of Appointment:
9. Employment Registration Number:
10. Permanent address :-

11. Address for correspondence :-

12. Marital Status :-

It is therefore, requested that i may kindly be given a chance to appear in test/ interview for such post and to serve your kind control. I assure your goodself that if I am appointed, I will render my services to the satisfaction of your good self and my superiors.

Encl: As above

Dated :-

Yours faithfully

Place :-

(Name & Signature of candidate)