

**APPLICATION FOR THE POST OF ASSAY LABORATORY AUXILIARY**  
**MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND COOPERATIVES**  
**(Industrial Development Division)**

**Section A (To be filled in by Applicant)**

1. Title (*tick as appropriate*): Mr.  Mrs.  Miss
2. Surname (*in block letters*): .....
3. Other Names (*in block letters*): .....
4. Date of Birth: .....5. National Identity No: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
6. Residential Address (*in block letters*):.....  
.....
7. Tel (Office): ..... Tel (Residence): .....(Mobile) .....
8. Present post held: ..... whether in Temporary/Substantive capacity  
*(delete as appropriate)*
9. Date of Present Appointment: .....
10. Present Posting: (i) Ministry/Department: .....  
(ii) Place of Work: .....
11. Date joined service: .....
12. Date of first appointment:.....
13. Date transferred on Permanent and Pensionable Establishment (PPE): .....
14. Present salary (Basic): Rs. ....
15. Previous appointment held in Government Service:

| Grade | From | To | Ministry / Department | Capacity (Substantive/<br>Temporary) |
|-------|------|----|-----------------------|--------------------------------------|
|       |      |    |                       |                                      |
|       |      |    |                       |                                      |
|       |      |    |                       |                                      |

16. Educational Qualifications (*Please attach photocopy of certificates*):
 

| Detailed results of: Cambridge School Certificate |                        |           | London General Certificate of Education (Ordinary Level) |                        |           |
|---|------------------------|-----------|--|------------------------|-----------|
| Year  | Examination Centre No. | Index No. | Year   | Examination Centre No. | Index No. |
| .....   | .....                  | .....     | .....  | .....                  | .....     |
| Subject   | Grade                  |           | Subject  | Grade                  |           |
|   |                        |           |  |                        |           |
|   |                        |           |  |                        |           |
|   |                        |           |  |                        |           |
|   |                        |           |  |                        |           |
|   |                        |           |  |                        |           |
|   |                        |           |  |                        |           |

17. Any other qualifications (*Technical or otherwise, please attach copy, if any*)  
.....
18. Experience relevant to the post of Assay Laboratory Auxiliary (*Documentary evidence to be attached*)  
.....  
.....

Date: .....  
.....  
Signature of Applicant

**Section B (To be filled in by Human Resources section of the Ministry/Department concerned)**

|  |  |
|--|--|
| (i) <b>Record of sick leave (Days)</b> | <b>Record of unauthorised absence (Days)</b> |
| 2020: .....                            | 2020:.....                                   |
| 2021: .....                            | 2021: .....                                  |
| 2022 (to date): .....                  | 2022 (to date): .....                        |

(ii) **Report on Applicant:**

Work:.....Conduct:.....

Attendance: .....

(iii) Whether the officer has been subject to disciplinary action during the last ten years. If in the affirmative, please give details:

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.....

(iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:

.....

.....

(v) Comments, if any, on experience claimed by Applicant and any other remarks.

.....

.....

Date: .....

.....

(Signature of Officer)

Stamp of Ministry/ Department



Name (in full): .....

Post held: .....

Contact No. ....