ANNEXURE- A

BY REGISTERED A.D. OR SPEED POST OR ORDINARY POST OR HAND DELIVERY

From:-

Mr./Mrs. / Ms./_____

r/o_____

_____

Pin Code:_____

Photo

Date:_____

To,
The Principal
Nirmala Institute of Education
Altinho, Panaji – Goa

SUBJECT: APPLICATION FORM FOR THE REGULAR PERMANENT POST OF JUNIOR STENOGRAPHER AT NIRMALA INSTITUTE OF EDUCATION

Sir,

Please find attached herewith acknowledgment of the online Google form submitted by me on the subject cited above along with the copies of self-attested documents listed below. The self-attested documents are numbered and the total numbers of pages are from _____ to _____

Sr. No.	Document	Whether Attached (Yes/No)	Page No.
1.	Birth Certificate		
2.	Valid 15 years Residence Certificate in Goa		
3.	SSC Certificate		
4.	HSSC Certificate		
5.	Graduation Marksheet (*if applicable)*		
6.	Post Graduation Marksheet (*if applicable)*		
7.	Employment Exchange Registration Card		
8.	Computer Typing Certificate		
9.	Shorthand Certificate		
10.	Computer Course Certificate		
11.	EPIC Card		
12.	Aadhaar Card		

The information submitted above is correct to the best of my knowledge and I shall be fully responsible for any lapses.

Yours faithfully,

(Signature and Name of the Candidate)