

NATIONAL ASSEMBLY

APPLICATION FORM FOR THE POST OF HANDY WORKER

SECTION A (To be filled in by the Applicant)

1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐
(Please tick as appropriate)
2. Marital Status: Married ☐ Single ☐ Other:
(Please tick as appropriate)
3. Surname:
(In block letters)
4. Other Name:
(In block letters)
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
.....
8. Phone No: Office..... Home: Mobile:
9. Present Post Held:
(whether temporary/substantive)
10. Date of Present Appointment:
11. Present Posting:
- (i) Ministry/Department:
- (ii) Place of work:
12. Date joined service:
13. Date of 1st Appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present Basic Salary (per month): Rs.....
16. Previous appointment held in the Government Service

Appointment	From	To	Ministry/Department

17. Educational Qualifications (please attach photocopies of certificates)

(i) Primary:

(ii) Other:

18. Experience relevant to the post applied for (please attach documentary evidence)

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19. Have you been on leave without pay while in government during the last five years?

(Please tick as appropriate) Yes ☐ No ☐

If yes, please provide the period and purpose of leave without pay:

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20. Have you been subject to disciplinary action during the last ten years?

(Please tick as appropriate) Yes ☐ No ☐

If Yes, indicate nature of offence and date of outcome.

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21. Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last ten years?

(Please tick as appropriate) Yes ☐ No ☐

If yes, please provide details:

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DECLARATION

I,....., the undersigned applicant,
declare that the particulars in this application are true and correct.

Date: **Signature of Applicant:**

SECTION B (to be filled in by **Human Resource Section** of Ministry/Department concerned)

(i) Statement of leave taken by the Applicant:

Year	Sick Leave Taken	Unauthorised Absences	Leave on No Pay
2022			
2023			
2024			
2025 to date			

(ii) Has the Applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before a Court of Law for any offence? Yes/No
If yes, please give details

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(iii) Report on the work, conduct and attendance of the Applicant:

Work:

Conduct:

Attendance:

(iv) Comments, if any, on experience claimed and other remarks:

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(v) I certify that the particulars given in Section A and B have been verified and found correct, except:

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Stamp of Ministry/Department

Signature:

Name (in full):

Post Held:

Phone No:

Date: