

To,

The General Manager,  
District Industries Centre

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Subject: Application for undergoing training in the trade of \_\_\_\_\_  
under M/s. \_\_\_\_\_.

Sir,

In response to your recent advertisement for the purpose as stated above, I have the honour to offer myself as candidate for the same.

Details of particulars in favour of my candidature are furnished as under :

1. Name (in block letters in full) :
2. Age (as on the 1<sup>st</sup> March 19 ) :
3. Qualification :
  - a. Educational :
  - b. Others :
4. Experiences :
  - a. In the line :
  - b. Others :
5. Nationality/ Community :
6. Address :
  - a. Present :
  - b. Permanent :
7. Father's/ Mother's/ Husband's Name :
8. Home Address :

Dated :

Yours faithfully,

The \_\_\_\_\_

Signature of applicant

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**REMARKS OF THE RECOMMENDING AGENCY:**

Signature & Seal of the Recommending Agency

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**REMARKS OF THE VERIFYING OFFICER**

Signature & Seal of the Officer on the spot

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1. Selected / Rejected :
2. Remarks :

(For official use only)

General Manager,  
District Industries Centre  
East Khasi Hills District, Shillong.