

To

Learned District and Sessions Judge,
Gurugram.

Paste your
recent Passport
size Photograph
duly attested

Subject :- **Application for the post of Clerk on adhoc basis initially for a period of six months or till regular appointments are made.**

Respected Madam,

I have the honour to submit that I have come to know that some posts of Clerk on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.01.2026	:	_____
Sex(Male/Female)	:	_____
Nationality	:	_____
Aadhar Number	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Category (mandatory), in case of reserved category, please attach attested copy of certificate issued by the competent authority.	:	_____
Academic Qualification	:	_____

Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
8 th /Middle					
10 th /Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					

Experience (if any)	:	_____
Contact/Mobile Number	:	_____
E-mail I.D. (if any)	:	_____

Note:-Attach self-attested photocopy of all relevant documents.

I, _____ son/daughter/wife of Shri. _____, hereby declare that the information given above and in the attached documents are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)

To

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Subject :- **Application for the post of Stenographer Grade-III (English) on adhoc basis initially for a period of six months or till regular appointments are made.**

Respected Madam,

I have the honour to submit that I have come to know that some posts of Stenographer Grade-III (English) on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.01.2026	:	_____
Sex(Male/Female)	:	_____
Nationality	:	_____
Aadhar Number	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Category (mandatory), in case of reserved category, please attach attested copy of certificate issued by the competent authority.	:	_____
Academic Qualification	:	_____

Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
8 th /Middle					
10 th /Matric					
Graduation					
Certificate regarding Shorthand, if any,					
Other qualifications, if any (candidate may increase rows, if required)					

Experience (if any)	:	_____
Contact/Mobile Number	:	_____
E-mail I.D. (if any)	:	_____

Note:-Attach self-attested photocopy of all relevant documents.

I, _____ son/daughter/wife of Shri. _____, hereby declare that the information given above and in the attached documents are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)