

Application Form for Skill Development / Skill Upgradation Courses
Sponsored by Directorate of Employment & Craftsmen Training,
Labour Department, Meghalaya, Shillong

Dated _____

To,

Sir,

I beg to apply for admission for Short Term Course in _____ NAME OF COURSE at
_____ NAME OF TRAINING CENTRE and furnish the facts below.

Signature of Applicant

1. Full name in Capital Letters:
2. Date of birth _____
 Year Month Date
3. Place of birth _____
 Village/Town Police Station District State
4. Father's/Mother's and Husband's name (in case of married female) (Please do not use initials):

5. (A) Permanent Address in full: _____ (B) Present Address in full: _____

6. Reference: Name and Address of two responsible persons in your locality who would be prepared to vouch for you.
(A) _____ (B) _____

7. Are you a citizen of India? If so, how? (copy of a citizenship certificate should be enclosed where necessary)

8. Educational Qualification (please attach copies of Certificates, Mark Sheets etc):

Sl. No.	Name of Institution and address	Examination Passed	Division
1.			
2.			
3.			
4.			

9. (a) Community: _____
(b) Are you a member of Scheduled Caste/Scheduled Tribe/Permanent Resident of Meghalaya?
Answer 'Yes' or 'No'. If 'Yes' give particulars supported by a Certificate (copy to be enclosed):

10. Present Occupation, if any:
11. Details of Registration Card of the Employment Exchange of the State (copy to be enclosed):

Note : 1. Last date for receipt of Application is on 6th January, 2012.
2. The following documents must be enclosed:-
(i) Educational/Technical Qualification (ii) Proof of Residence (iii) SC/ST Certificate (if applicable) (iv) Proof of Age Certificate (v) Registration Card of Employment Exchanges of Meghalaya.