

GUIDELINES TO FILL UP APPLICATION FORM
(APPLICATION TO BE FILLED IN CAPITAL LETTERS ONLY)

Para No.	DESCRIPTION	INSTRUCTIONS
	Stream Applied for	Candidate to write the stream in which he intends to apply (Hospitality or Housekeeping) . Write only one stream.
1	(a) Name of the applicant	Candidate to write his name as per Matriculation Passing Certificate.
	(b) Aadhaar Card No.	Candidate to enter Aadhaar number (Attached self-attested copy of Aadhar Card) . Candidates from J&K, Assam and Meghalaya are exempted for the same.
2	(a) Father's Name	Candidate to write his father's name as per Matriculation Passing Certificate.
	(b) Father's Profession	Candidate to write his father's profession.
	(c) Mother's Name	Candidate to write his mother's name as per records.
3	Date of Birth	Candidate to write his DOB as per Matriculation Passing Certificate. (Attach copy of 10th Passing Certificate as proof)
4	Nationality	Candidate to write his Nationality as per records.
5	Marital Status	Strike out which is applicable.
6	Body Tattoo (any parts of body)	If yes, attach photograph as per prescribed size.
7	Address for correspondence	Write your complete address including nearest Police Station and PIN CODE. Email ID – Write your valid email ID Mobile No- Write your Mobile No.
8	Permanent Address	Write your complete address including Police Station and PIN CODE.
9	Educational Qualification	Write Board/University name and Certificate number as mentioned in your Passing Certificates of 10 th and 10+2 / Intermediate.
10	Language(s) you can read and write	Write as Hindi or English or any other language in which you can read and write.
11	Details of past service	Candidate to write past service details if applicable.
12.	Present occupation (if any)	Candidate to write present occupation if applicable.
13	Is your father deceased / retired / serving AF Person ? (Airman / NC(E) / Civilian)	If yes, attach copy of certificate from Adjt / OIC Civil Admin / Discharge Certificate / pension orders.

14	Experience, if any, in the stream applied for _____(Year and months)	If yes, write year and months and also attach the copy of certificate as proof.
Date and Signature of Applicant		Candidate to sign with date.
Certificate by Applicant		Candidate to sign the certificate and endorse date.
Details of Certificates attached (to be filled by applicant)		Strike out which is not applicable (If yes, attach certificate).
Consent certificate by Parent/Legal Guardian (for candidates below 18 years of age)		Fill Father's name / Legal Guardian name in first blank line and self-name in second blank line and get signature of parent / legal guardian with date.
Consent certificate by Parent / Legal Guardian (for candidates above 18 years of age)		Write name and sign with date.
Certificate by Chief Administrative Officer / Senior Administrative Officer (OPTIONAL)		If yes, as mentioned in SI No. 13 of Application form, attach certificate.
Applicant is to attach self-addressed envelope with Ten Rupees stamp affixed along with the Application Form		