

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. | Mention Married or Unmarried (Strike out which is not 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 e-mail 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. (Attach copy of class 10th mark sheet and class 10th Passing Certificate) . |
| 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 Adj/ 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 Ser No. 13 of Application form, attach certificate. |

Applicant is to attach self-addressed envelope with Ten Rupees stamp affixed along with the Application Form