



भारत सरकार/GOVT. OF INDIA

लक्षद्वीप प्रशासन/ LAKSHADWEEP ADMINISTRATION

(सचिवालय – सेवा अनुभाग)/(Secretariat – Service Section)

कवरत्ती द्वीप - ६८२५५५/Kavaratti Island – 682 555.

F.No.12/74/2014-Services(Vol.II)(2) / 2686

Dated 23.08.2019

CIRCULAR

Sub: - UTL - Services – Type writing test for L.D. Clerk/ U.D.Clerk and similar grades under UTL Administration - Regarding.

Applications are invited from Departmental candidates under the U.T. of Lakshadweep Administration for typing skill test. The eligible and willing common cadre candidates controlled by Secretariat in the grade of L.D.Clerks and U.D.Clerks may apply in the prescribed application form through their respective Head of office so as to reach their application in Secretariat on or before 20.09.2019.

The exact date and venue of the skill test will be intimated separately.

All Departmental Head/Head of Offices of the Administration are directed to ensure to submit the application received by them within the prescribed time.

The Circular may be brought to the notice of all concerned.


23-8-2019
(भीका राम मीना)

Director (Services)

To

1. All the Head of Department/ Institutions at Kavaratti.
2. DCs/SDOs in islands and AO, Kochi with direction to circulate among the LDC/UDC in all the office in the respective islands/mainland under acknowledgement.

Copy to the Director, Information & Public Relations with request to publish in the Lakshadweep Times.

APPLICATION FORM FOR APPEARING THE SKILL TEST CIRCULATED VIDE

F.NO.12/74/2014-SERICES (Vol.II)(2) DATED 23.08.2017.

(To be filled in capital letters with ball pointed pen only)

(FOR OFFICE USE ONLY)

Date of receipt of application	
Registration No.	
Remarks if any	

Affix recent
Passport size
Photograph duly
(Attested by
Head of Office)

(TO BE FILLED BY THE CANDIDATE)

1	Name in full	
2	Name of Father	
3	Name of Spouse	
4	Employee Code	
5	Date of Birth (in figures and in words)	
6	Office in which presently working	
7	Date of joining in the Administration	
8	Date of regular appointment in the present cadre	
9	Community (SC/ST/OBC)	
10	Nativity	
11	Marital status	
12	Permanent Address (including e-mail ID and contact Number)	
13	Address for communication (including e-mail ID and contact Number)	
14	Educational qualifications	
15	Details of previous appearance for the Typewriting test (Month & Year)	

Declaration by the Candidate: - Certified that the information furnished above are true and correct to the best of my knowledge and belief.

Name & Signature of the Candidate:

Head of Office/Institutions:
(Office Seal)