

**APPLICATION FOR THE POST OF RECEPTIONIST/TELEPHONE OPERATOR
MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION**

Section A (to be filled by Applicant)

1. Surname (in block letters)
2. Other Names
3. Maiden Name (if applicable)
4. Date of Birth
5. National Identity No.
6. Residential Address
.....
7. Phone No. Residence Office Mobile
8. Present post held
(Whether temporary/substantive)
9. Date of present appointment
10. Posting (i) Ministry/Department
(ii) Place of work
11. Date joined service
12. Date transferred on Permanent and Pensionable Establishment
13. Date of 1st appointment
14. Present Salary (Basic)
15. Previous appointment held in the Government Service and in what grade/capacity:-

Appointment	From	To	Ministry/Department

16. Educational Qualifications (Please attach copy of educational qualifications)
.....
.....
17. Experience relevant to the post applied for (written evidence of experience to be enclosed)
.....
.....

Date

.....

Signature of Applicant

Section B (To be filled by Head of Division/Section/Unit of Ministry/Department concerned)

(i)	Record of sick leave	Record of unauthorized absence
	2022	2022
	2023	2023
	2024	2024
	2025	2025

- (ii) Report on applicant:
- Conduct
- Work
- Attendance

- (iii) Comments, if any, on experience, claimed and any other remarks
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Date (Signature of Officer)

Name (in full)

Designation

Section C (To be filled by Human Resource Section of Ministry/Department where applicant is posted)

- (i) Whether officer has been subject to disciplinary action for the past five years. In the affirmative, please give details:
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- (ii) I certify that the applicant is employed by this Ministry/Department and the particulars under Sections A, B and C(i) have been verified and found correct.

Date (Signature of Officer)

Name (in full)

Designation

Stamp of Ministry