

MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

APPLICATION FOR THE POST OF DRIVER IN THE MINISTRY OF INFORMATION
TECHNOLOGY, COMMUNICATION AND INNOVATION

PART A (to be filled by Applicant)

1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐
(Please tick as appropriate)
2. Marital Status: Married ☐ Single ☐ Other ☐
(Please tick as appropriate)
3. Surname (in block letters)
4. Other Names
5. Maiden Name (if applicable)
6. Date of Birth
7. National Identity No.

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8. Full Residential Address
.....
9. Phone No. **Residence** **Office** **Mobile**
10. Present post held
(Whether in a temporary/substantive capacity)
11. Date of present appointment
12. Present Posting
(i) Ministry/Department
(ii) Place of work
13. Date joined service
14. Date transferred on Permanent and Pensionable Establishment (PPE) and in which grade
Date:Grade:
15. Date of 1st appointment
16. Present Salary (Basic) :Rs.....

17. Previous appointment/employment held in the Government Service and in what grade/capacity:-

Post Held	From	To	Ministry/Department

18. Educational Qualifications (*Please attach photocopies of educational certificates*)

(i) Results of Certificate of Primary Education and Year

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.....
.....

(ii) Other:.....
.....

19. Whether holder of a valid Driving Licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons (*to attach photocopy of Driving Licence*)

20. Experience relevant to the post applied for (*to attach documentary evidence of experience claimed*)

.....
.....

21. Have you ever been on leave without pay while in the government service during the last five years?

YES ☐

NO ☐

(Please tick as appropriate)

If yes, state period and purpose of leave without pay

Period: From:..... To:.....

Purpose: (Employment etc.).....

22. Have you been subject of an investigation/enquiry/a disciplinary action for any offence during the last ten years?

23. YES ☐

NO ☐

(Please tick as appropriate)

If yes, indicate nature of offence and date of outcome:

.....
.....

24. (a) Have you ever been prosecuted before a Court of Law for any offence and subsequently found guilty?

YES ☐

NO ☐

(Please tick as appropriate)

(b) If yes, give details (court , charge, date of judgement and sentence-e.g imprisonment, fine, caution or conditional discharge):

.....

.....

(c) Have you ever been dismissed or retired from the Public Service on any grounds whatsoever? (if yes give details):

.....

.....

DECLARATION

I,....., the undersigned applicant, declare that the particulars in this application form and in the sheets thereto, are true and accurate to the best of my knowledge and belief and that I have willfully suppressed any material facts.

Date

Signature of Applicant:.....

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

(i) Statement of leave taken during the last three years to date:

Year	Sick Leave	Unauthorised absences	Leave Without Pay
2022			
2023			
2024			
2025 to date			

(ii) Report on Applicant:

Conduct

Work

Attendance

(iii) Has applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before a court of law for any offence?

YES

☐

NO

☐

If, in the affirmative, please give details:.....

.....

(iv) Comment, if, any, on experience claimed and other remarks:-

.....

(v) I certify that the particulars given in PART A and B(i), (ii) and (iii) have been verified and found correct, except for the following item:

.....

.....

Date:.....

Signature:.....

Seal of Ministry/Department

Name (in full):.....

Post held:.....

Phone No.:.....