

APPLICATION FOR THE POST OF HEAD TEACHER (REVISED)

To,
The Chairperson,
Hooghly.
Through: The Sub-Inspector of Schools, _____ Circle, Hooghly

Sub: Application for appointment to the post of HEAD TEACHER under _____ Circle

Respected Madam,

In response of Notification issued vide Memo No.1295/DPSC, Hooghly dated 12.9.2023, & 1355/DPSC, Hooghly dated 15.9.2023 I am submitting my details as below with a request to consider my candidature for appointment to the post of HEAD TEACHER and oblige :-

1. Name (Capital Letter) :
2. Designation :
3. Present Address :
4. Name of the School (with Circle) :
5. Medium :
6. Date of 1st Joining : (Copy of Appointment Letter & Joining Report Annexed herewith)
7. Date of joining under DPSC, Hooghly : (For Inter-District Transferred Teacher Copy of Appointment Letter & Joining Report Annexed herewith)
8. Date of Confirmation : (Copy of Confirmation enclosed herewith)
9. Date of Birth : (Copy of MP Admit enclosed herewith)
10. Category : (Copy of Certificate enclosed herewith)
11. Academic & Professional Qualification :

Sl No	Name of Board / University	Year of Passing	Full Marks	Marks obtained	Percentage of Marks	Remarks (if any)
1.	MP/Equivalent					Self Signed Copy enclosed
2	HS / Equivalent					Self Signed Copy enclosed
3	Graduation (if any)					Self Signed Copy enclosed

Training Qualification

Sl No	Name of Board / Institute	Year of Passing	Full Marks	Marks obtained	Percentage of Marks	Remarks (if any)
1.						Self Signed Copy enclosed with TRAINING BENEFIT approval Copy
2.						Self Signed Copy enclosed

12. Disciplinary Proceeding against me is Pending (YES / NO) :
13. I have not relieved from the post of HEAD TEACHER earlier (YES / NO) :
14. Criminal Case/s, and/or any other Court Case/s is / are still pending on date of application (YES / NO) :

I declare that the statement made above are true to the best of my knowledge and discrepancies detected at any stage or at any point of time, I will liable to be penalised by the authority as per rules and decision of the authority will stand final.

With regards,

Date:

Yours faithfully,

Place:

Name :

Email Id :

Phone No :