



# Application Writing

“If you try, you will be the best”

## Easy English

Year 2019-20

By MILAN GAJERA

**Std.: 11<sup>th</sup> & 12<sup>th</sup>**

Name: .....

School name: .....

## Application Formation (Que. 35)

- Pankaj kumar P. Patel, 29, Xama society, A.K Road, Varaccha, surat. Write an application for the post of Account Teacher in Sadhana Niketan Vidhayalaya, Kargil chowk, Surat.

Pankaj kumar p. Ambalia,  
29, Xama society,  
A.K Road,  
Varaccha,  
Surat.  
29<sup>th</sup> January 2012

( જે application લખે છે તેનું નામ એડ્રેસ )

To,  
The Principal,  
Sadhana Niketan Vidhayalaya,  
Varaccha road,  
Surat.

( જે સંસ્થા માં application આપવાની છે તે સંસ્થા નું સરનામું )

**Sub: An Application for the post of higher secondary English teacher**  
( જે વિષય પર application લખવાની છે તે વિષય )

With the reference to your advertisement published in the “કોઈ પણ સમાચાર પત્ર નું નામ” for the post of ( જે હોદ્દા માટે તમે અરજી લખો છો તે હોદ્દા નું નામ ) dated on ( તારીખ જે દિવસે application લખો છો તે દિવસ ની આગળ ના દિવસ ની તારીખ લખવી ) 27th January 2015. I consider myself as a candidate. All my educational qualifications and experiences are according to your requirement. I give here my bio-data.

### Personal Bio-data

Name: Pankaj Kumar p. Patel ( અરજી લખનાર નું નામ )  
Address : As above. ( પ્રશ્ન માં આપ્યા મુજબ સરનામું )  
Birth date: 15<sup>th</sup> August, 1989.  
Age: 30 years  
Sex: Male  
Height: 5' 4"  
Weight: 72 Kg  
State: Gujarat  
Nationality: Indian  
Marital status: Married.

Personality: Delicious / Good looking

Languages known: **Mother Tongue** : Gujarati  
**National Language** : Hindi  
**Other Language** : English

Hobbies: Reading, Travelling, Writing new books

**Educational qualifications:**

No	Degree	Board/uni.	Passing year	Percent.	Special Subject
1	H.S.C	GHSEB	1999	80 %	-----
2	B.A	V.N.S.G.U	2002	First Class	English
3	M.A.	V.N.S.G.U	2004	First Class	English
4	B.Ed.	V.N.S.G.U	2005	First Class	English

હોદ્દા મુજબ શૈક્ષણિક  
લાયકાત લખવી.

**References:**

(1) Mr. Ajay Thakkar  
The Principal,  
Ankur Vidhyalaya,  
Ambatalawadi,  
Surat.

(2) Mr. Deven Acharya  
The Principal,  
V.N Godhani Vidhayalaya,  
Katargam,  
Surat.

(જે સંસ્થા માં application લાખો છો તે પ્રકાર ની સંસ્થા નું ના અને સરનામાં સાથે )

**Experience:**

I have been working as (જે પોસ્ટ માટે એપ્લીકેશન આપો છો તે પોસ્ટ નું નામ તે ક્ષેત્ર ની સંસ્થા ના નામ સાથે) since (જેટલા વર્ષ નો એક્સપીરીયન્સ આપેલ હોય એટલા વર્ષ બાદ કરી ને) 2005.

**Reason for change:** For better future.

**Salary expected:** As per government rule.

If I am selected, I promise You that I will Perform all my duties honestly and Kindly and I will be have kindly with all my companions. Waiting for your call letter.

Thanking you very much

Yours faithfully  
Pankaj kumar

(Application લખનાર નું નામ)

Enclosed: I join here the following true copies;

- H.S.C. Mark sheet
- B.A. Mark sheet
- M.A. Mark sheet

(જે શૈક્ષણિક લાયકાત દર્શાવેલ હોય એ મુજબ certificates and mark sheet નું નામ લખવું.)

**Application degree information:**

No	Post	Qualification	Examination held by	Duration of the course
1	LIBRARIAN	H.S.C. B.Com. /BA Diploma in Library Science	H.S.C.E. Board Guj. University Guj. University	2 Years after S.SC. 3 Years after H.S.C. 1 Year after B.Com./B.A.
2	SALESMAN/ SALES- REPRESENTATIVE	H.S.C. BA/B.Com./B.Sc. Diplomain Salesmanship	H.S.C.E. Board Guj. University S.E. Board	2Years after S.S.C. 3 Years after H.S.C. 1 Year after BA/B.Com./B.Sc
3	ACCOUNTANT CLERK/AUDITOR	H.S.C. B. Com.	H.S.C.E. Board Guj. University	2Years after S.S.C. 3 Years after H.S.C.
4	STENOGRAPHER STENOTYPIST TYPIST CLERK-CUM-TYPIST	H.S.C. B. Com. G.C.C. Typewriting (Mini. Speed) (Guj-25, Eng-40) Diploma in Stenography (Minimum Speed) (Guj: 40, Eng : 60)	H.S.C.E. Board Guj. University S.E. Board S.E.Board	2Years after S.S.C. 3 Years after H.S.C. 1 Year after B.Com. 1 Year after G.C.C. Typewriting
5	COMPUTER PROGRAMMER	H.S.C. B A / B.Com. / B.Sc. M.C.A.	H.S.C.E. Board Guj. University Guj. University	2Years after S.S.C. 3 Years after H.S.C. 2 Years after B A / B.Com. / B.Sc.
6	LABORATORY TECHNICIAN, LABORATORY ASSISTANT , LABORATORY CO- ORDINATOR , MEDICAL REPRESENTATIVE	H.S.C. B.Sc. (Physics) M.Sc	H.S.C.E. Board Guj. University Guj. University	2 Years after S.S.C. 3 Years after H.S.C. 2 Years after B.Sc.
7	Chemist	H.S.C. B.Sc. (Chemistry) / B. Pharm.	H.S.C.E. Board Guj. University Guj. University	2Years after S.S.C. 3 Years after H.S.C. 4Years after H.S.C.
8	SECONDARY TEACHER (STD. 8th, 9th, 10th)	H.S.C. B A / B.Sc. B.Ed.	H.S.C.E.Board Guj.University Guj.University	2Years after S.S.C. 3 Years after H.S.C. 1 Year after B.A./B.Sc.
9	HIGHER SECONDARY TEACHER (STD. 11th, 12th)	H.S.C. B.A. MA B.Com. M.Com. B.Sc. M.Sc. B.Ed.	H.S.C.E.Board Guj.University Guj.University Guj.University Guj.University Guj.University Guj.University	2Years after S.S.C. 3 Years after H.S.C. 2 Years after B.A. 3 Years after H.S.C. 2Years after B.Com. 3 Years after H.S.C. 2 Years after B.Sc. 1 Year after BA/B.Com./B.Sc.
10	PRINCIPAL HEAD MASTER HEADMISTRES	H.S.C. B.A. / B.Com. / B.Sc. M.A. / M.Com./M.Sc.  B.Ed.	H.S.C.E.Board Guj.University Guj.University  Guj.University	2Years after S.S.C. 3 Years after H.S.C. 2 Years after BA/B.Com./B.Sc. 1 Year after M.A. / M.Com /M.Sc.

		M.Ed	Guj.University	1 year after B.Ed
11	TOURIST GUIDE	H.S.C. B.Com. Diploma in Tourism	H.S.C.E.Board Guj.University S.E. Board	2Years after S.S.C. 3Years after H.S.C. 1 Year after B.Com.
12	MANAGER ASSISTANT MANAGER EXECUTIVE DIRECTOR	H.S.C. B.Com. M.B.A.	H.S.C.E.Board Guj.University Guj.University	2Years after S.S.C. 3Years after H.S.C. 2 Years after B.Com.
13	PUBLIC RELATIONS OFFICER	H.S.C. B.A./ B.Com. /B.Sc. M.A. / M.Com. / M.Sc. / M.S.W. / M.L.W.	H.S.C.E.Board Guj.University Guj.University	2Years after S.S.C. 3Years after H.S.C. 2 Years after B.A./B.Com./B.Sc.
14	JOURNALIST EDITOR	H.S.C. B.A./ B.Com. /B.Sc. Diploma in Journalism	H.S.C.E.Board Guj.University S.E. Board	2Years after S.S.C. 3Years after H.S.C. 2 Years after B.A. / B.Com. / B.Sc.
15	RECEPTIONIST-CUM- TELEPHONE OPERATOR	H.S.C. B.A. / B.Com. / B.Sc. Diploma in Telephone Operation	H.S.C.E.Board Guj.University S.E. Board	2Years after S.S.C. 3Years after H.S.C. 1 Year after B.A./B.Com./B.Sc.
16	PHYSICAL INSTRUCTOR	H.S.C. B.A./B.Com./B.Sc. D.P.Ed.	H.S.C.E.Board Guj.University Guj.University	2Years after S.S.C. 3Years after H.S.C. 1 Year after B.A./B.Com./B.Sc.
17	PRIMARY TEACHER	H.S.C. P.T.C.	H.S.C.E.Board S.E. Board	2 Years after S.S.C. 2 Years after H.S.C.
18	DOCTOR .	H.S.C. M.B.B.S.	H.S.C.E.Board Guj.University	2 Years after S.S.C. 4 1/2 Years after H.S.C.
19	PHYSICIAN	H.S.C. M.B.B.S. M.D.	H.S.C.E.Board Guj.University Guj University	2 Years after S.S.C. 4 1/2 Years after H.S.C. 2 Years after M.B.B.S.
20	SURGEON	H.S.C. M.B.B.S. M.S.	H.S.C.E.Board Guj.University Guj University	2 Years after S.S.C. 4 1/2 Years after H.S.C. 2 Years after M.B.B.S.
21	ENGINEER	H.S.C. B.E. M.E.	H.S.C.E Board Guj.University Guj.University	2Years after S.S.C. 3Years after H.S.C. 2 Years after B.E.
22	SOCIAL WELFARE OFFICER	H.S.C. B.A. (Sociology) M.L.W.	H.S.C.E.Board Guj.University Guj.University	2Years after S.S.C. 3Years after H.S.C. 2 Years after B.A.
23	PROOF READER	H.S.C. B.A./B.Com./B.Sc. Diploma in Proof Reading	H.S.C.E.Board Guj.University S.E. Board	2Years after S.S.C. 3Years after H.S.C. 1 Year after B.A./B.Com./B.Sc.
24	TRANSLATOR	H.S.C. B.A. (Subject:.....)	H.S.C.E.Board Guj.University	2Years after S.S.C. 3Years after H.S.C.
25	PHARMASIST	H.S.C B.Pharm	H.S.C.E.Board Guj.University	2Years after S.S.C. 4Years after H.S.C.