From, Date: DD / MM / YYYY

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Principal,

Tulsiramji Gaikwad- Patil College of Engineering and Technology, Nagpur.

**Sub:** Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected sir,

I, First Name Middle Name Last Name, Graduation/ in \_\_\_\_\_\_\_\_\_\_\_\_\_, Post-Graduation in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Ph.D in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and also I am having experience of \_\_\_\_\_\_\_\_\_\_\_\_\_ years of Teaching/Industry. I belong to Caste / (Sub caste) category. I request you to please go through my application and resume. I am enclosing my educational details as per given Annexure.

Thanking You.

**Annexure**

1. *Updated Resume with 2 passport Size Photographs*
2. *All Marksheet of UG*
3. *All Marksheet of PG*
4. *All Certificates of Ph.D*
5. *Degree Ph.D, PG, UG*
6. *Verification Certificates of Final year Marksheet and Degree (UG, PG & Ph.D)*
7. *NOC from employer*

*(before appearing Interview)*

1. *Experience Certificate*
2. *10th Marksheet*
3. *12th Marksheet*
4. *Leaving Certificate*
5. *Cast Certificate*
6. *Cast Validity/NCL*
7. *Aadhar Card*
8. *Pan Card*

Your’s faithfully

Sign of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_