To

The learned District and Sessions Judge,
Nuh

Subject: Application for the post of Stenographer on adhoc basis.

Respected Sir,

I have the honour to submit that I have come to know that 08 post of Stenographer on adhoc basis is lying vacant under your control. I offer my services for the same. My bio-data and other particulars are as under:

Name (in Capital Letters)	
Father's/Husband's Name	
Date of Birth	
Sex	
Marital Status	
Category(mandatory), if any (alongwith attested copy of certificate issued by the Competent Authority)	
Education Qualification	
Permanent Address	
Postal Address	
Experience, if any	
Contact/Mobile No.	

Yours faithfully,

(Signature of applicant)