

Receipt No. : ..... Dt. ....

Roll No. LDC.....  
(to be filled by officials)

**APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK (LDC)**  
(Read **instructions** carefully before filling up the form)

Affix recent  
passport size  
photograph  
with self  
attestation

1. Name of applicant: .....  
(Capital letter)
2. Father's / Husband's name: .....
3. Sex (Male / Female) : .....
4. Date Birth (DD / MM / YYYY) : .....
5. Age on 01.06.2016: Years..... Months ..... Days .....
6. Present address : .....  
.....
7. Permanent address : .....  
.....
8. Contact No. : ..... e-mail : .....
9. District : .....
10. Mother Tongue : .....
11. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/others):  
(Please tick in the relevant box below and enclose copy of self attested certificate)

<b>Un-reserved</b>	<b>ST</b>	<b>SC</b>	<b>OBC (Meitei)</b>	<b>OBC (Meitei Pangal)</b>	<b>OBC (Other)</b>

12. Whether differently abled:  
(Please tick in the relevant box below and enclose copy of self attested certificate)

<b>Locomotor disability or cerebral palsy</b>	<b>Visually impaired</b>	<b>Hearing impaired</b>

13. Whether a Government employee: YES / NO  
If "yes", "No Objection Certificate" in original issued by the employer (competent authority) should be enclosed.

14. Documents enclosed:

Sl. No.	Details of documents enclosed	Tick if enclosed
1.	Class-X Certificate	
2.	Class-XII Certificate	
3.	Degree certificate	
4.	Computer Course Certificate (CCC)	
5.	ST/SC/OBC Certificate	
6.	Age Proof Certificate	
7.	PH Certificate (if applicable)	
8.	No Objection Certificate (if applicable)	
9.	Employment Exchange Registration number	
10.	Employment Exchange sponsoring serial number	
11.	Work Experience Certificate (if any)	

15. I, ....., son/daughter of Shri / Smt ..... aged .....(DOB.....) resident of ..... District ....., Manipur hereby declare that the information given above and in the enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177,193, 197,198,199 and 200 of IPC and any other suitable provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my application shall liable for disqualification.

(Signature of applicant)

Date: .....

Place: .....

Roll No. LDC.....  
(to be filled by officials)

**ADMIT CARD**  
LOWER DIVISION CLERK

Affix recent  
passport size  
photograph  
with self  
attestation

(To be filled up by the Candidate)

Name of the Candidate : .....  
(Capital letter)  
Father's/Husband's Name : .....  
Address : .....  
Whether SC/ST/OBC/PH : .....

(Signature of the candidate)

(Signature of the issuing Authority)

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Roll No. LDC.....  
(to be filled by officials)

**ADMIT CARD**  
LOWER DIVISION CLERK

Affix recent  
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attestation

(To be filled up by the Candidate)

Name of the Candidate : .....  
(Capital letter)  
Father's/Husband's Name : .....  
Address : .....  
Whether SC/ST/OBC/PH : .....

(Signature of the candidate)

(Signature of the issuing Authority)

## INSTRUCTION FOR FILLING UP OF APPLICATION FORMS

1. Please fill the form in legible capital letter so as to avoid errors in your application processing. Please do not overwrite. Correction should be made by cancelling and re-writing and such correction should be countersigned by the applicant.
2. Applications incomplete in any respect and/or not accompanied by require documents are liable to be rejected.
3. The latest photograph should be pasted and not stapled or clipped to the form. Self-attestation of the photograph should be such that half the signature on the photo and half on the application form.
4. Name of the applicant at Sl. No. 1 of the application form should be written in full including surname as appeared in Matriculate Certificate.
5. Write present and permanent postal address in full at Sl. No. 6 & 7, including House Number, Street Name, Area Name, Village, Circle and District with PIN Code, Contact No. and e-mail for future correspondence.
6. All applicants should indicate their social categories at Sl. No. 11 (whether belonging to Un-reserved/OBC/ST/SC) by putting tick (v) in the space/box provided. If any applicant fails to tick mark or fails to enclose self-attested photocopy of reservation certificate, he/she will be treated as Un-reserved. No further claim will be entertained after the last date of submission of application form. Applicants belonging to OBC categories should enclose certificates which are issued on or after **01.04.2016**. Candidates who are differently abled should also indicate whether they belong to UN-reserved or ST or SC or OBC.
7. Applicants claiming reservation under differently abled (PWD) categories at Sl. No.12 should indicate whether they suffer from Orthopedic or Visual or Hearing disability by ticking (v) in relevant column.
8. Applicants should indicate whether he/she is a Government employee at present at Sl. No.13. If yes, "No Objection Certificate" from the competent authority should be enclosed in original.
9. Copy of the Exchange Card showing that his/her name has been sponsored for the relevant post should be enclosed.