

**APPLICATION FORM FOR DIRECT RECRUITMENT TO LOWER DIVISION CLERK  
(LDC) UNDER THE OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL**

*(To be filled in Capital Letters only)*

Passport size photo  
to be affixed

1. Name of Service/Post: **LOWER DIVISION CLERK (LDC)**
2. Name of Department: **GENERAL ADMINISTRATION DEPARTMENT (GAD)**
3. Name of Candidate: \_\_\_\_\_
4. Father's/Mother's Name: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
6. (a) Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_
- (b) Phone Number: \_\_\_\_\_
7. Date of Birth: \_\_\_\_\_ *(attach self-attested photocopy of the supporting document)*
8. Sex (Male/Female): \_\_\_\_\_
9. Community (i.e., ST/SC/OBC): \_\_\_\_\_ *(attach self-attested photocopy of the supporting document)*
10. Educational and other qualifications: (1) \_\_\_\_\_  
*(attach self-attested photocopy of the supporting documents)* (2) \_\_\_\_\_  
(3) \_\_\_\_\_  
(4) \_\_\_\_\_
11. Experience, if any: \_\_\_\_\_  
*(attach self-attested photocopy of the supporting documents)* \_\_\_\_\_  
\_\_\_\_\_
12. Whether the candidate possesses working knowledge of Mizo language (YES/NO): \_\_\_\_\_
13. Checklist of self-attested documents enclosed with the application, to support candidate's eligibility.  
☐ Age Proof (Aadhaar/Birth Certificate/Voter's ID)  
☐ HSSLC from a recognised institution

- ☐ Mizo Proficiency (Mizo Subject in Class X or above)  
☐ Computer Proficiency (as applicable)  
☐ \_\_\_\_\_ (any other)

14. Whether or not the candidate is a person with benchmarked disability as defined under Section 2(r) of Rights of Persons with Disabilities Act, 2016 (YES/NO): \_\_\_\_\_

15. If the answer at SI. No. 14 is YES, whether or not the candidate wants to avail the services of scribe for writing the examination? (YES/NO/Not Applicable): \_\_\_\_\_

16. If the answer at SI. No. 15 is YES, whether or not the candidate will bring his/her own scribe OR utilise the services of scribe provided by the recruiting Department? \_\_\_\_\_

17. Whether candidate is claiming to be “ex-servicemen” for the purpose of age relaxation, as per the Notification No. A-12011/1/2019-P&AR(GSW), dated 3rd June 2019? (YES/NO): \_\_\_\_\_

18. Whether candidate is claiming to be “meritorious sportsperson” for the purpose of age relaxation, as per the Notification No. A-12011/1/2019-P&AR(GSW), dated 3rd June 2019? (YES/NO): \_\_\_\_\_

#### **DECLARATION**

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place:

Date:

(Signature of the Candidate)

#### **CERTIFICATE BY HEAD OF DEPARTMENT** **(Applicable for Government Servants only)**

Certified that Mr/Ms \_\_\_\_\_ holds a temporary/permanent post under the Central/State Government since \_\_\_\_\_. His character so far as known to me is good and I am not aware of any circumstances which show that he would be unsuitable for any appointment to any post if successful in the examination.

Date :

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

(Office Seal)