



District Disaster Management Authority, Lahaul & Spiti

Office of Deputy Commissioner, Keylong, Lahaul & Spiti, HP – 175132

Website: www.hplahaulspiti.nic.in :: Email: sk.keylong@gmail.com :: Ph. No.: 01900-222115

Application Form

(To be Filled in Block Letters Only)

Post Applied For _____ Date _____

1. Personal Details

First Name : _____

Middle Name : _____

Last Name : _____

Father Name : _____

Sex : Male Female Transgender Date of Birth : ___/___/___

Marital Status: Single Married Divorcy Blood Group: _____

Aadhaar Card No.: _____ Pan Card No.: _____

Affix Latest
Photograph

2. Address

Correspondence Address : _____

_____ Pin _____

Telephone _____ Mobile No. _____ Email: _____

Permanent Address : _____

_____ Pin _____

Telephone _____ Mobile No. _____ Email: _____

Weather Permanent Resident of Lahaul & Spiti: Yes No

3. Family Details

Sr. No.	Name	Relationship	DoB DD/MM/YY	Weather Dependent	Occupation

4. Language Known

Read : _____

Write : _____

Speak : _____

5. Qualification Details

Qualification	Subjects/Stream	School/College/Institute	Univ./Board	Year of Passing	%
X/Equivalent					
XII/Equivalent					
Graduation					
Post-Graduation					
Diploma					
Other					
Other					

Any Training Attended in Disaster Management: Yes No

6. Skill-Set (Level of Proficiency: 1=Basic, 2=Intermediate, 3=Advance)

Skill/Platform	Certification (Yes/No)	Proficiency Level
Computer Hardware		
Basic Computer		
MS Office		
Internet		
Other		

7. Experience Details

Total Experience (in years/months): _____ Relevant Experience (in years/months): _____

Name of Organization	Duration		Designation	Name of Supervisor	Contact Details
	From	To			

8. Declaration

I _____ hereby declared that all the information provided herewith is true and to the best of my knowledge.

Date: ___/___/___ Place: _____ Signature: _____

Instructions for Filling of Application Form

A. General Instruction – Please read these instruction carefully before filling the application form.

The application form consist of 9 sections. Each section is mandatory to fill. Incomplete or inappropriately filled application form will not be accepted. Please follow the instructions given below while filling the form.

- ✓ Use CAPITAL LETTERS only, throughout the application form, as shown below:
First Name : ManiSH (Incorrect)
First Name : MANISH (Correct)
- ✓ Use standard fonts avoid stylized writing.
- ✓ Use black or blue ball point pen only. Do NOT fill the application with ink-pen or pencil.
- ✓ Write as clear as possible. Use a pen with a thinnest possible tip.
- ✓ Put a cross (☒) in the boxes where you have to choose one or more options as your answers and leave the other option(s) blank. For example if your gender is male, put a cross in the box against male as shown below:
Gender : Male ☒ Female ☐ Transgender ☐
- ✓ Do NOT put dots (◻), tick marks (☑), etc., in the boxes, to choose the appropriate option as your answer.
- ✓ Do NOT overwrite in case of a mistake. Just strikeout the character and continue to write.
K**Q**MAR (Incorrect) K**X**UMAR (Correct)
- ✓ Write “NA” in the column of the form to convey that the column is not relevant for your case.
- ✓ Clearly mention the name of post in the application form for which candidates want to apply.

B. List of Supporting Documents

Applicants are required to attach self-attested photocopies of all documents with the application form. The list of documents required to submit with form is given below:

- ✓ Proof of Date of Birth.
- ✓ Himachali Bonafide.
- ✓ Certificates/Degrees issued by respective Board/Institution/University in support of qualifications mentioned by applicant in the application form.
- ✓ Experience certificate issued by respective organisation/company for work experience mentioned by the applicant in application form.
- ✓ In case of permanent resident of Lahaul & Spiti a certificate of Permanent Resident issued by concerned Patwari/Panchayat Secretary.
- ✓ Aadhaar Card.

C. Where to Apply

Applicants are required to submit the application form by hand or through registered post on the given below address:

Sadar Kanungo Branch, Office of Deputy Commissioner, Keylong, Lahaul & Spiti – 175132.