

To,

The District Collector,  
East District Collectorate,  
Gangtok : Sikkim.

Affix  
Rs. 1  
Judicial  
Stamp

**Subject : (Application for enrollment of my name in the Live employment Register.**

My details are as under :

1. Name :
2. S/o, D/o, W/o :
3. Permanent address :
4. Qualification :
5. Other qualification :
6. Date of Birth (as per English calendar) :
7. Category belonging to (SC/ ST/ MBC/ OBC/ Other) :
8. Whether married or unmarried  
(if unmarried, unmarried certificate to be enclosed)  
(applicable in case of female applicants only)
9. Post applied for
10. Phone No./ Mobile No.

**Signature of the applicant**

Documents required to be enclosed :

1. COI/ SSC/ Sikkim Subject.
2. Residential Certificate/ Voters ID Card (For those applicants from other Districts/ areas who have been residing in the East District. However, RC/ Voters ID Card should be of the East District.
3. Mark sheet and School Certificate (Compulsory. In no case applications of applicants submitting only one of the above shall be entertained).
4. Birth Certificate.
5. Bank Receipt (Rs. 100/-) of State Bank of Sikkim.
6. Recommendation of Area MLA or Ward Councillor.
7. Two numbers of Passport Size Photograph.
8. Caste Certificate (OBC/ MBC/ SC/ ST)

**Note : This office issues the employment card to only those applicants who falls under the Municipal area.**

S.G.P.G.-16/ Com.6/ D.C.(East)/ 5000 Cps./ 04.04.2018