

From,

Date: DD / MM / YYYY

Name of Applicant: \_\_\_\_\_

To,

The Principal,

Abha Gaikwad- Patil College of Engineering, Nagpur.

**Sub:** Application for the post of \_\_\_\_\_

Respected sir,

I, First Name Middle Name Last Name BE in \_\_\_\_\_, M.Tech  
in \_\_\_\_\_ and Ph.D in \_\_\_\_\_ and also I am having  
experience of \_\_\_\_\_ years of teaching/Industry. I belongs to caste (Sub caste)  
category. I request you to please go through my application and resume. I am enclosing  
my educational details as per given Annexure.

Thanking You.

Your's faithfully

Sign of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**Annexure**

1. Updated Resume with 2 passport Size Photographs
2. All Marksheet of UG
3. All Marksheet of PG
4. All Certificates of Ph.D
5. Degree Ph.D, PG, UG
6. Verification Certificates of Final year Marksheet and Degree (UG, PG & Ph.D)
7. Experience Certificate
8. 10<sup>th</sup> Marksheet
9. 12<sup>th</sup> Marksheet
10. Leaving Certificate
11. Cast Certificate
12. Cast Validity/NCL
13. Aadhar Card
14. Pan Card