

To

The District and Sessions Judge,  
Sonipat.

**Subject: Application for the post of Process Server.**

MEMO,

I have come to know from the notice-board of the office of your good-self that 2 vacant posts of Process Server are being filled up by way of direct recruitment in District Courts, Sonipat. It is, therefore, requested that I may kindly be given an opportunity to serve for the said post and oblige. Self-attested photocopies of my documents are enclosed herewith for your perusal, please.

My particulars are as under:-

**PARTICULARS OF THE APPLICANT**

**NAME** :

**FATHER'S NAME** :

**DATE OF BIRTH** :

**CATEGORY** :

**QUALIFICATION** :

**GENDER** :

**CORRESPONDENCE** :

**ADDRESS**

**PERMANENT ADDRESS** :

**CONTACT NUMBER** :

**E-MAIL ADDRESS** :

**EXPERIENCE, IF ANY** :

Yours faithfully

Encl. Self attested copy of documents.

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