

17 . नौकरी हेतु प्रार्थन-पत्र (Job Applications)

नौकरी इत्यादि के लिए लिखे गए आवेदन-पत्रों में भाषा की संयतता और मूल उद्देश्य की स्पष्टता का बहुत महत्व होता है क्योंकि ऐसे पत्र का पाठक प्रायः एक अपरिचित व्यक्ति होता है। आपकी सफलता बहुत कुछ उसकी कृपा और सहानुभूति पर निर्भर करती है। ऐसे पत्र वैसे तो छोटे व औपचारिक होते हैं परंतु वैयक्तिक ब्यौरों के कारण इनकी भी सीमा का निर्धारण नहीं किया जा सकता।

पत्र का प्रारंभ उस हवाले से कीजिये, जिससे आपको इस नौकरी के बारे में ज्ञात हुआ हो:

1. I have come to know through some reliable sources that you have a vacancy for the post of.....in your renowned organisation .
2. I come to know from your advertisement published in the Hindustan Times on.....that you have vacancy for the post of..... in your esteemed organisation .
3. Being given to understand by your advertisement in

अब अपने आवेदन की शुरूआत कीजिये:

4. Since I meet all the required qualifications and experience conditions, I wish to offer my candidature for the same and supply hereunder my details relevant to the job .
5. In response to the aforementioned advertisement I wish to offer my candidature for the same and supply hereunder my particulars relevant to the job .
6. As I possess the requisite qualification so I beg to offer my services for the same .

अब अपनी योग्यता का विश्वास दिलाते हुए किसी नौकरी विशेष के लिये चुने जाने की प्रार्थना कीजिये:

7. I assure you, sir, that if selected I shall do my work most conscientiously .
8. In case you select me I assure you that I will do my work very sincerely .
9. If given the appointment I am sure I will prove an asset for your organisation .
10. If you favour me with an appointment I shall do my best to work to the entire satisfaction of my superiors .

अब अपना पूरा उपयुक्त ब्यौरा दीजिये:

Name, Address, Date of Birth, Educational qualification, Experience, Extra-curricular activities etc.

Sample Application

Sir,

I came to know from your advertisement published in the Hindustan Times of 8th August, 1986 that you have a vacancy for the post of Administrative Officer in your esteemed organisation. (2) Since I meet all the required qualifications and experience conditions. I wish to offer my candidature for the same and supply hereunder my details relevant to the job. (4) I assure you, sir, that if selected I shall do my work most conscientiously. (7)

Name :

Date of Birth :

Address :

Qualification :

Experience :

Extra-curricular Activities :

Yours faithfully,