

SHAH NAROTTAMDAS HARJIVANDAS COMMERCE COLLEGE, VALSAD

COLLEGE CAMPUS, TITHAL ROAD, VALSAD-396001

(THIS FORM SHOULD BE COMPLETED IN APPLICANTS OWN HANDWRITING, SELF CERTIFIED COPIES OF TESTIMONIALS SHOULD BE ATTACHED INFORMATION PROVIDED HERE SHALL BE KEPT CONFIDENTIAL)

To
The Principal
Shah . N.H. Commerce College
College Campus,
Tithal Road, Valsad-396001

AFFIX PASSPORT
SIZE PHOTOGRAPH
AND SIGN ON
PHOTOGRAPH

Sub: Application for the post of ☐ Junior Clerk ☐ Senior Clerk

Respected Sir,
In Response To Your Advertisement Published In _____ Dated _____
I submit my application for the above post .

PERSONAL DATA :

1. FULL NAME : _____
2. DATE OF BIRTH : _____ AGE : _____
3. MARITAL STATUS : YES/NO (IF YES, PLEASE ATTACHED MARRIAGE CERTIFICATE) NO OF DEPENDENDANTS : _____
4. BLOOD GROUP : _____ HEIGHT : _____ WEIGHT : _____ M/F : _____
5. NATIONALITY : _____ CASTÉ : S.T. / SEBC (PLEASE ATTACH CERTIFICATE IN CASE OF RESERVE CATEGORY)

6. <u>PERMENANT ADDRESS</u>	<u>PRESENT ADDRESS</u>
-----------------------------	------------------------

7. PHONE NO : _____
8. E-MAIL : _____
9. NAME, ADDRESS AND PHONE/FAX NO. OF THE NEAREST RELATIVE WHO CAN BE CONTACTED IN CASE OF EMERGENCY.

NAME	RELATION WITH THE CANDIDATE	ADDRESS	CONTACT NO.	E-MAIL ID

10. INFORMATION ABOUT LANGUAGE KNOWN :

SR. NO	LANGUAGES SAY YES OR NO IN (2) (3) (4) & (5)	READING	READING AND WRITING	FLUENT SPEAKING	WORKING CONVERSATIONAL ABILITY
	(1)	(2)	(3)	(4)	(5)

1					
2					
3					
4					
5					

ACADEMIC RECORD :

SR. NO.	NAME OF THE DEGREE	YEAR OF AWARD	SUBJECT	% OF MARKS OBTAINED	CLASS/DIVISON AWARDED
1.	SSC				
2.	HSC				
3.	DIPLOMA WITH SPECIALIZATION				
4.	BACHELOR'S WITH SPECIALIZATION				
5.	MASTER'S WITH SPECIALIZATION				
6.	CCC				
7.	OTHERS IF,ANY				
8.					
9.					
10.					

EXPERIENCE:

a) Experience: - Total yrs - _____ yrs. _____ mth.

Sr. No.	Name of the Institution	Designation	Date of Joining	Date of Termination
1				
2				
3				
4				
5				

CO-CURRICULAR ACTIVITY : (Attach copies of certificates)

Briefly describe activities undertaken during studies and prizes / awards won etc. (Attach separate sheet)

PROFESSIONAL TRAINING : (Attach copies of certificates)

Date		Organization	Type of Training (Give Details)
From	To		

e Other information which the candidate desires to give :- (Attach separate sheet if required)

MEDICAL HISTORY :

Have you any Disabilities?	Yes / No
If yes, Give Details :	
Have you undergone any major surgery or illness in last five years?	Yes / No
If yes, describe when and type of surgery / illness:	
Are you suffering from any recurrent disease ?	Yes / No
If yes, Give Details :	
Are you on any Medication / Treatment	Yes / No
If yes, Give Details :	
Have you ever been arrested or convicted for any offence or crime?	Yes / No
if yes, Give brief details:	

REFERENCES:

<u>Reference No. 1</u>	<u>Reference No. 2</u>
Name & : Address	Name & : Address
Phone No. :	Phone No. :
E-Mail :	E-Mail :

I certify that information provided in this form is true and correct to the best of my knowledge and belief. I am aware that if any of the above particulars are found to be false, I am liable to be dismissed and any such actions as the management deem fit.

PLACE :
DATE :

SIGNATURE OF APPLICANT

Note:

- (1) Please fill in the details in the attached sheet and for each item, attach the attested copies of corresponding certificates.
(2) Person already serving in other Educational Institutes should apply through their respective Institutional heads.

(SUPPLEMENTARY DATA)

(A)	<u>EXPERIENCE:</u> Year _____ to _____ Total _____ Yr/s
(B)	<u>SIGNIFICANT ACHIEVEMENT :-</u> - Have you represented your University in Inter University Sports Tournament? : _____ - Have you secured first/second/third prize at National level sports event? : _____ - Have you been awarded with NCC 'B' or 'C' certificate? : _____ - Have you represented your University in Inter University Cultural Competition? : _____

List of documents to be attached

- ☐ Self attested mark sheets of all examination passed
☐ Leaving Certificate
☐ Experience Certificate
☐ No Objection certificate if presently employed
☐ Other (if any)

- ☐ Copy of Pan Card School
☐ Copy of Residence Proof
☐ Copy of Marriage Certificate
☐ Copy of Caste Certificate

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.

PLACE :
DATE :

SIGNATURE OF THE CANDIDATE