

J.M.Shah Arts & Commerce College, Jambusar
College Campus, Tankari Bhagol, Jambusar- 392150

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

To,
The Principal,
J.M.Shah Arts & Commerce College,
College Campus,
Tankari Bhagol,
Jambusar-392150

Affix Passport size
photograph and Sign
on Photograph

Sub.: Application for the post of 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** : (DD/MM/YYYY).....Age.....Yrs.....Months
: Yes/No (If Yes, Please attaché Marriage Certificate)
- (3) **MARITAL STATUS:** NO. Dependents:.....
- (4) **BLOOD GROUP** :.....HEIGHT.....WEIGHT.....M/F.....
- (5) **NATIONALITY** :.....Caste: S.T./SEBC/OPEN (Please attaché certificate in case of reserve category)

- (6) **PERMANENT ADDRESS** **PRESENT ADDRESS**

- (7) **PHONE NO** :.....

- (8) **EMAIL** :.....

- (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.	Email ID

10) Information about languages known:-

Sr.No.	Languages Say Yes or No in (2) (3) (4) & (5)	Reading	Reading & 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/ Division awarded
1	SSC				
2	HSC				
3					

EXPERIENCE: Experience: Total Years-**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 certificate)

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

PROFESSIONAL TRAINING : (Attach copies of certificate)

Date		Organization	Types of Training (Give Details)
From	To		

Other information which the candidate desires to give:- (Attach copies of certificate)

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 types of surgery / illness:	
Are you suffering from any recurrent disease?	Yes/No
If Yes, Give Details:	
Are you on Medication / Treatment	Yes/No
If yes, Give Details:	
Have You ever been arrested or convicted for any offence of crime?	Yes/No
If yes, Give brief Details:	

REFERENCES:

Reference No.1	Reference No.1
Name &	Name &
Address:	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)	EXPERIENCE: YEAR:.....TO.....Total.....Yr/s								
(B)	SIGNIFICANT ACHIEVEMENT:- <table border="1"><tr><td>-Have you represented your University in Inter University Sports Tournament?</td><td>: _____</td></tr><tr><td>-Have you secured first/second/third prize at National Level Sports event?</td><td>: _____</td></tr><tr><td>-Have you been awarded with NCC 'B' of 'C' Certificate?</td><td>: _____</td></tr><tr><td>-Have you represented your University in Inter University Cultural Competition?</td><td>: _____</td></tr></table>	-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' of 'C' Certificate?	: _____	-Have you represented your University in Inter University Cultural Competition?	: _____
-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' of '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
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 applicant