

COMMERCE COLLEGE-JUNAGADH

Application form for the Senior clerk

| | | | | | |
|-------------------|--|-------------------------|--|--|--|
| Advertisement No. | | | Affix the 3.5c.mX3.5c.m. Self-Attested latest Photograph only | | |
| DD Amt. | | DD Date : ___/ ___/2025 | | | |
| DD No. | | Branch | | | |
| Bank Name | | City | | | |

IMPORTANT: Before filling in the form please read the form, Instruction sand Qualification criteria carefully.

| | | |
|----|---|--|
| 1. | (In Block letters)Name in full: Mr./Mrs./Ms./Dr. | |
| | Father's Name | |
| | Mother's Name | |

2.(i) Please Tick mark (✓) appropriate column. Please enclose Caste Certificate of appropriate authority, if applicable.

| S.C. | S.T. | SEBC | PH | EWS | Open | Other |
|------|------|------|----|-----|------|-------|
| | | | | | | |

(Attach a certificate from the competent authority with Caste validity certificate for S.C./S.T./ Socially and Educationally Backward Class (SEBC) /PH/ EWS Certificate.) (SEBC candidate must attach valid Non-Creamy layer certificate)

| 3. | Date of Birth | Date | Month | Year | Age (Years) |
|----|---------------|------|-------|------|-------------|
| | In figures | | | | |

(A self-attested of the Higher Secondary School Leaving Certificate in which the Birth Date is registered should be enclosed.)

| | | | | | | | | |
|---|-----------------|--|-------------|--|---------------|--|-------|--|
| A | Birth Place | | Tal. | | Dist. | | State | |
| B | Native Place | | Tal. | | Dist. | | State | |
| C | Race & Religion | | Nationality | | Mother tongue | | | |

| | | | |
|----|---|---------|-----------|
| 4. | Please Tick mark (✓) appropriate column | Married | Unmarried |
| | | | |

5. Full Name & Address for correspondence (In Block Letters)

| | | | |
|-----------------|--|-------------------|--|
| Present: | | Permanent: | |
| City | | City | |
| Pin code | | Pin code | |
| Tal. | | Tal. | |
| Dist. | | Dist. | |
| State | | State | |
| Mobile No. | | Mobile No. | |
| E-Mail | | E-Mail | |

6. Educational Qualifications : Examinations passed (Attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

| Sr. No. | Examination Passed | Principal Subject | Subsidiary Subject | Name of the University or Examination Body | Total Marks with Class, Grade, Exact percentage (%) | Year & Month of Passing the Examination | No. of attempts for passing each of the examinations | Language in which studies were carriedout | Encl. at Page No. |
|---------|---------------------------|---|--------------------|--|---|---|--|---|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | S.S.C | | | | | | | | |
| 2 | H.S.C. | | | | | | | | |
| 3 | Bachelor (Specify Degree) | I Sem | | | | | | | |
| | | II Sem | | | | | | | |
| | | III Sem | | | | | | | |
| | | IV Sem | | | | | | | |
| | | VSem | | | | | | | |
| | | VI Sem | | | | | | | |
| | | VII Sem | | | | | | | |
| | | VIIISem | | | | | | | |
| | | If semester system is not followed please give details of Final year mark sheet | | | | | | | |
| 4 | Post-Graduation | I Sem | | | | | | | |
| | | II Sem | | | | | | | |
| | | III Sem | | | | | | | |
| | | IV Sem | | | | | | | |
| 5 | Other | | | | | | | | |
| 10 | Computer Knowledge | | | YES/NO | | Duration of Course and Date | | | |
| | CCC/Other | | | | | | | | |

7. Languages Known Tick mark (✓) appropriately:

| Sr. No. | Language | Read | Write | Speak |
|---------|----------|------|-------|-------|
| 1 | English | | | |
| 2 | Gujarati | | | |
| 3 | Hindi | | | |
| 4 | | | | |

DECLARATION

I hereby solemnly affirm that the information given in this application form is true and correct to the best of my knowledge and belief. I also affirm that I have never been convicted by any court of law or suspended / dismissed by any employer/organization from job. I understand that if any of the information given by me in this form is found incorrect, my candidature is liable to be cancelled at any stage without assigning any reason. I confirm that I shall abide by the decision/s of the Appointment Committee with regard to my application.

Name and Signature of the Candidate

Date:

Place:

- Note:** (i) **All Copies of Mark sheet/Certificates should be Self Attested.**
(ii) List of enclosures attached by the applicant should be arranged strictly in the Following order which enclose: **Please tick (√)**

| Sr. No. | Details Enclosed with Application Form | (√) | Encl. at Page No. |
|---------|---|-----|-------------------|
| | <u>Educational Qualifications Certificates</u> | | |
| 1. | Application Form with Photograph & Separate Sheet. | | |
| 2. | Original Demand Draft | | |
| 3. | Caste Certificate(If necessary) | | |
| 4. | School Leaving Certificate. | | |
| 5. | S.S.C./H.S.C. all Mark sheet & Certificate. | | |
| 6. | Bachelor's degree Mark sheet and degree Certificate | | |
| 7. | Master's degree mark-sheet and degree certificate | | |
| 8. | CCC/Computer proficiency certificate from recognized institutions | | |
| 9. | Experience Certificates | | |
| 10. | Valid non-creamy layer certificate for SEBC Candidate. | | |
| 11. | Certificate of any other qualification, if any | | |
| 12. | | | |