

C P PATEL & F H SHAH COMMERCE COLLEGE, ANAND (AUTONOMOUS)

Application form for the Junior/Senior/Head 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	
	In figures				

Age (Years)

(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 carried out	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 (v)**

Sr. No.	Details Enclosed with Application Form	(v)	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.			