

SHRI H.N. DOSHI ARTS & R.N. DOSHI COMMERCE COLLEGE, WANKANER
MANAGED BY
SHRI H.N.DOSHI & R.N.DOSHI EDUCATIONAL AND CHARITABLE TRUST, WANKANER

FOR OFFICE USE ONLY - INWARD NO : _____ **DATE :** _____ **SIGN :** _____

➤ **APPLICATION FOR THE POST OF HEAD CLERK /SENIOR CLERK/ JR. CLERK**

HEAD CLERK

SENIOR CLERK

JR. CLERK

➤ **Note:**

- a) The application should be submitted along with attested copies of the relevant certificates, mark sheets, testimonials etc.
- b) Additional sheets of paper may be attached if the space provided against any item is insufficient.
- c) Candidate is required to mention e-mail address and Mobile number.
- d) Do not edit or delete any column in this form.

1. Name of the Candidate: _____
SURNAME NAME FATHER'S NAME

2. Address for Communication: _____

City: _____ District: _____ State: _____ Pin Code: _____

Mo. No.1.: _____ Mo.No.2: _____ E-mail ID: _____

3. Date of Birth: _____ Age: _____ years

4. Gender: MALE FEMALE OTHER

5. Marital Status: MARRIED UNMARRIED

6. Category: GEN SEBC SC ST EWS OTHER

7. Candidates of Persons with Benchmark Disability (Yes/No) _____ % _____

8. Ex-serviceman (Yes/No) : _____

9. Educational Qualification:

Sr. NO.	EXAM	BOARD/UNIVERSITY	YEAR OF PASSING	TOTAL MARKS/ OBTAINED MARKS	PERCENTAGE
1	10th Std.				
2	12th Std.				
3	Graduation				
4	Certificate of Computer Exam				
5					
6					
7					

Paste
self-attested
Recent passport
Size Photograph

10.Experience (If Any) :

SR. NO.	Designation	Institute	Date of the joining	Date of the leaving	Salary	NOC from previous & current institute (Yes/No)
1						
2						
3						

11.Other Details:

SR. NO.	DETAILS	OPTIONS	YES OR NO
A	Whether any prosecution is pending in any Court of Law against you?	YES/NO	
B	Whether any disciplinary action has been initiated by Government/Semi-Government Organisations against you?	YES/NO	
C	Whether disciplinary or any other similar action is initiated by Bar Council or Medical Council or Association or other Professional/Vocational Institution?	YES/NO	
D	Was any Court Case filed against you?	YES/NO	
E	Whether debarred or Black Listed for Examination / Selection held by SSC Board/University / MPSC / Other P.S.C/ UPSC or any other Organizations?	YES/NO	

Declaration:

I solemnly declare that I have read and understood all the terms and conditions mentioned in the advertisement and website. I possess all the qualifications required for candidature/appointment in this place, on the basis of which the said details have been filled in the application and the original documents in this regard are available with me, which I will produce upon request. The above details are true and correct to the best of my knowledge and belief. If any of the details are wrong or if any defect is found in the documents, then my candidature/appointment shall be liable to be cancelled with original effect at any stage and I will be liable to criminal action. I know and accept that the decision of the Trust/Board in this matter shall be final.

Place: _____

Yours Faithfully,

Date: _____

Signature of the Candidate

DD No.: _____ Bank Name: _____ Date: _____

Name of Newspaper(s) for this Advertisement: _____

CHECK LIST

Kindly attach documents after the Application Form and provide the page number.

Sr. No.	Documents	Page No.
1.	Identity Proof Copy (Driving License, Aadhar Card, Pan Card etc.)	
2.	S.S.C. Marksheet	
3.	H.S.C. Marksheet	
4.	School Leaving Certificate	
5.	Copy of Graduation Marksheets (All Years / Semesters 1 to 6 All)	
6.	Copy of Graduation Degree Copy	
7.	Copy of Other Marksheets & Degree Certificates (if any)	
8.	Computer Certificate (if any)	
9.	Valid document for reserved category	
10.	Benchmark Disability Government Authorized Certificate (If Applicable)	
11.	No Objection Certificate from current employer (if applicable)	
12.	Self-addressed envelopes (One with postal stamp of Rs. 67)	
13.	Demand Draft (Original)	
14.	Any other	
15.		
16.		
17.		