



Managed by Jivan Jyot Trust, Amroli

J. Z. Shah Arts & H. P. Desai Commerce College, Amroli - Surat

Grant-in-Aid College Affiliated to Veer Narmad South Gujarat University, Surat

Re-accredited "B++" (CGPA 2.97) by NAAC Bengaluru in 4th Cycle (March. 2025) AN ISO QMS 9001:2015 Certified Institute

At. & Post : Amroli - Surat - 394107, Station : Utran (W.R.), Ta. Choryasi, Dist. Surat - Gujarat (INDIA) :: Ph. No. (0261) 2499382, 2495288, Mo.: 90990 98259, 72020 83839



B. A. [Major - Gujarati & Economics], B.Com. [Financial Accounting - EM, GM] M.A. [Gujarati, English & Economics]
M.Com. [Fin. & Mgt. Accountancy - English & Gujarati Medium] Women's Additional Class [SFI Divisions, B.Com. (Financial Accounting - EM, GM) & B.Com. Data Science, Data Analytics EM]

Application form for the Junior clerk

Advertisement No.				Affix the Self-Attested latest Photograph only
DD Amt.		DD Date : ___/___/2026		
DD No.		Branch		
Bank Name		City		

IMPORTANT: Before filling in the form please read the form, Instructions and 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.

PH (DIVYANGJAN)

(Attach a certificate from the competent authority with Medical certificate for PH)

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 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							
		V Sem							
		VI Sem							
	If semester system is not followed								
	F.Y. _____								
	S.Y. _____								
	T.Y. _____								
4	Post-Graduation	I Sem							
		II Sem							
		III Sem							
		IV Sem							
If semester system is not followed									
	_____ Part 1								
	_____ Part 2								
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		
2.	Original Demand Draft		
3.	Copy of Aadhar Card		
4.	Caste Certificate (If necessary)		
5.	Disability certificate issued by a competent authority (If necessary)		
6.	School Leaving Certificate.		
7.	S.S.C./H.S.C. all Mark sheet & Certificate.		
8.	Bachelor's degree Mark sheet and degree Certificate		
9.	Master's degree mark-sheet and degree certificate		
10.	CCC/Computer proficiency certificate from recognized institutions		
11.	Experience Certificates		
12.	Certificate of any other qualification, if any		