

APPLICATION FOR A POST OF JUNIOR CLERK



From:

Mr. /Ms _____

Address _____

Tel: _____ Cell No. _____

E-mail: _____

(Mandatory)

The Principal

Smt. M.M.K. College,
Mumbai- 400 050.

Sir,

With reference to your advertisement in _____ dated _____, I would like to be

considered for a post of Junior Clerk in Smt. M.M.K. College.

Following are the relevant particulars.

I. (a) Academic Qualifications:

Degree	Subjects offered	Month & year of passing	Grade/ Class obtained with Percentage Total/Out of	School / College	Board / University
1. SSC (X)					
2. HSC (XII)					
3. B Com/ other					
4. M Com					

b) Other qualifications:

Sr. No.	Particulars	Year of Passing	Name of the Institute
1	MSCIT		
2	Basic Computer Knowledge		
3	English Typing		
4	Marathi Typing		

II. Experience & Extra – Curricular Activities: -

Previous Work Experience (if any) :

Sr. No.	Name of Organization	Nature of Work	Period of Previous Employment	Reason for Leaving Previous Employment

(a) Extra-Curricular Activities (As a student/staff): -

III. Other Details: -

(a) Married / single _____ Age: _____ Date of Birth: _____

Place of Birth: _____ Nationality _____ Religion : _____

If Backward Class; give particulars:

(b) Names (any 2) & address of responsible persons to whom a confidential reference about me may be made:

Name & Designation: _____ Name & Designation: _____

Address: _____

Address: _____

Contact No: _____

Contact No: _____

IV. If belonging to Handicapped Category: Mention nature & % of handicap (Attach relevant certificate):

V. Enclosures:

Certified copies of marksheets / Documents	Tick appropriate details	Certified copies of marksheets / Documents	Tick appropriate details
1. Date of birth (SSC/Matriculate Passing Certificate/Municipal Birth Certificate /School Leaving Certificate)		5. M.Com. Marksheet	
2. SSC (Class X Marksheet)		6. MSCIT Certificate	
3. HSC (Class XII Marksheet)		7. Computer Knowledge Certificates	
4. B.Com. Marksheet		8. Typing Certificates	
9. Others (if any, please mention)			

Yours faithfully,

Date _____

(Signature)