



APPLICATION FORM FOR THE POST OF Head Clerk (Open)



G. B. SHAH COMMERCE COLLEGE
(Managed by Ahmedabad Kelvani Trust)
Near Telephone Exchange, Vasna, Ahmedabad, PIN-380007

NOTE:

1. Get a Printout of this application form and **Speed post** a filled copy to the **College address** and **send a soft copy (Scanned PDF) of the same to the college e-mail id:**
gbshahrecruitment2026@gmail.com
2. Submit the application along with Self attested copies of the relevant certificates, marksheets, testimonials etc.
3. Do not edit or delete any column in this form. If necessary, attach additional sheets of paper wherever required.

Name of the Candidate: _____
(Name in Capital Letters) (Surname First Name Middle Name)

Gender (Male/Female/Other) : _____

Category (General/OBC/SC/ST/EWS): _____

Benchmark Physical Disability (Yes/No): _____

Ex-serviceman (Yes/No): _____

Date of Birth (DD/MM/YYYY) : _____

Age as on Advertisement Last Date : _____ Years _____ Months

Mobile No.: _____

Email id (Small Letters): _____

AADHAAR No.: _____

Permanent Address : _____

(with PIN Code) _____

Correspondence Address: _____

(with PIN Code) _____

Paste
self-attested
Recent Passport
Size Photograph

| Language Efficiency* | Read | Write | Speak |
|----------------------|------|-------|-------|
| Gujarati | | | |
| Hindi | | | |
| English | | | |

*Kindly write YES or NO as applicable.

Educational Qualifications:

| Degree / Certificate | Name of the Board/ University | Year of Passing | Percentage of marks obtained | Division / Class / Grade | Attempt | Subject/ Discipline |
|----------------------|-------------------------------|-----------------|------------------------------|--------------------------|---------|---------------------|
| S.S.C. | | | | | | |
| H.S.C. | | | | | | |
| Graduation | | | | | | |
| CCC | | | | | | |

Any other Educational Qualifications:

| Degree / Certificate | Name of the Board/ University | Year of Passing | Percentage of marks obtained | Division / Class / Grade | Attempt | Subject/ Discipline |
|----------------------|-------------------------------|-----------------|------------------------------|--------------------------|---------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Experience:

| Designation | Institute / Industry | Date of Joining | Date of Leaving | Salary | NOC from Current Employer (Yes/No) |
|-------------|----------------------|-----------------|-----------------|--------|------------------------------------|
| | | | | | |
| | | | | | |

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 any University / SSC Board/ GPSC / Other P.S.C/ UPSC or any other Organisation? | YES/NO | |

I hereby declare that the particulars provided by me in the above application form are correct and true to the best of my knowledge.

Place: _____

Date: _____

Signature of Applicant

CHECK LIST

Kindly attach documents with the Application Form in the following order and provide the page number.
(એપ્લિકેશન ફોર્મ સાથે નીચેના ક્રમમાં ડોક્યુમેન્ટ્સ જોડવા.)

| Sr. No. | Documents | Page No. |
|---------|--|----------|
| 1. | Identity Proof (Driving Licence, PAN Card etc.) | |
| 2. | S.S.C. Marksheet & Degree Certificate (Self Attested Copy) | |
| 3 | H.S.C. Marksheet & Degree Certificate (Self Attested Copy) | |
| 4. | School Leaving Certificate (Self Attested Copy) | |
| 5. | Graduation Marksheets (All Years / Semesters) (Self Attested Copy) | |
| 6. | Graduation Degree Certificate (Self Attested Copy) | |
| 7. | Category Certificate (if applicable) (Self Attested Copy) | |
| 8. | Other Marksheets & Degree Certificates (if any) (Self Attested Copy) | |
| 9. | CCC Certificate (if any) (Self Attested Copy) | |
| 10. | No Objection Certificate (NOC) from current employer (if applicable) | |
| 11. | AADHAAR Card (Self Attested Copy) | |
| 12. | Self-addressed envelope (9×4 inch) with a postal stamp of Rs. 55/- | |
