



SHRI RAM COLLEGE OF COMMERCE

(University of Delhi)
Maurice Nagar, Delhi – 110 007
Phone : 27667905 Fax : 27666510

APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For :

Advertisement Ref. :

.....

Paste Passport
Size Photograph
(Self Attested)

1. Name of the Applicant :

2. Father's Name :

3. Date of Birth :

D	D	M	M	Y	Y	Y	Y

4. (a) Whether belongs to any reserved category :(Yes / No)

If yes, name of the category :
{OBC/SC/ST/PwD(OH/VH/HH)}

(b) Whether applying under any reserved category as per advertisement :(Yes / No)

If yes, name of the category :
{OBC/SC/ST/PwD(OH/VH/HH)}

5. (a) Address for Communication :

: Phone No. Mobile No.

: Email.....

(b) Permanent Address :

: Phone No.

6. Sex :(Male / Female)

7. Nationality :

8. Marital Status :(Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board / University	Institution	Passing Year	Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board / University	Institution	Passing Year	Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes / No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)
 (b) Do you know shorthand : English.....(Yes / No) Hindi.....(Yes / No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency :(Yes / No)
 If yes, state which of the following you know and work with confidence :
 (MS Word,MS Excel, MS Power Point, Handling emails, Browsing and Searching)

14. Any other Information :
-
-
-
15. Details of fee paid / attached :
- (in case applicable & payable as per advertisement)
- (a) Amount of fee :
- (b) Draft / IPO No. :
- (c) Draft/ IPO Date :
- (d) Name of Bank (on which DD drawn) :

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place :

Date :

.....
(Signature of Applicant)

.....
(Name of Applicant)

ENDORSEMENT FROM EMPLOYER
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of
the Head of the organization /department
(With seal)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority.
* Candidates only from the Central List of OBCs' are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as:
"Application for the post of"
name of the post
7. Application should be addressed to:
The Principal
Shri Ram College of Commerce
Maurice Nagar
Delhi – 110 007
8. The amount payable, if any, should be remitted with the Application Form in the form of Bank Draft /IPO in favour of "**Shri Ram College of Commerce**", payable at Delhi.
9. Application can be submitted in person or by post/courier. In any case application should be submitted/ reach (if by post or courier) on or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests and interview.

SHRI RAM COLLEGE OF COMMERCE

ADMIT CARD

Written Test for the post of Junior Assistant

(For Office Use)

Latest Passport
Size Photograph

PARTICULARS OF CANDIDATE

Name of Candidate :

Category : (General/OBC/SC/ST/PwD)

Address of Candidate :

.....

.....

.....
Signature of Candidate

.....
Administrative Officer

SHRI RAM COLLEGE OF COMMERCE

ADMIT CARD

Written Test for the post of Junior Assistant

(For Office Use)

Latest Passport
Size Photograph

PARTICULARS OF CANDIDATE

Name of Candidate :

Category : (General/OBC/SC/ST/PwD)

Address of Candidate :

.....

.....

.....
Signature of Candidate

.....
Administrative Officer

Address Slips

Applicant may write their name and address in the following boxes. This will be used for sending letters to them. Applicants may therefore write neatly and clearly.

Pin
Pin
Pin

NOTE

Candidates should submit both the copies of **Admit Card** duly filled in, signed and with their photograph pasted at appropriate place and **Address Slips** with the Application Form.