



UMA ARTS & NATHIBA COMMERCE MAHILA COLLEGE, GANDHINAGAR.
(Managed by Sarva Vidyalaya Kelavani Mandal, Kadi-Gandhinagar)
Application Form for the Post of Head Clerk

Photo

1. Personal Details:

Name of the Candidate: (IN CAPITAL LETTERS):

SURNAME: _____

NAME : _____

FATHER'S/HUSBAND'S NAME: _____

2. Address for Correspondence:

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

Permanent Address (if different):

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

Mobile No: _____ Alternative Mobile No: _____

E-mail Id: _____

Date of Birth: _____ Age: _____

Gender: Male ☐ Female ☐ Other ☐

Marital Status: _____

Category: General ☐ SEBC ☐ SC ☐ ST ☐ EWS ☐ PH. ☐

3. Educational Qualifications:

Sr. No.	Examination Passed	Board / University	Year of Passing	Class / Grade	Per% of Marks
1	S.S.C.				
2	H.S.C.				
3	Bachelor's Degree				
4	Other Qualifications / Diplomas				

4. Experience Details (if Applicable):

Sr. No.	Name of Institution / Office	Designation	Duration (From – To)	Nature of Work	Total Years of Service
1					
2					
3					

5. Computer & Office Skills:

- Knowledge of MS Office: ☐ Yes ☐ No
- Knowledge of Accounting Software (e.g. Tally): ☐ Yes ☐ No
- Other Relevant Skills: _____

6. Languages Known: _____**7. Documents to be Attached**

- ☐ Photocopy of Educational Certificates
- ☐ Photocopy of Experience Certificates (if Applicable).
- ☐ Photocopy of Age Proof (Birth Certificate / School Leaving Certificate)
- ☐ Recent Passport Size Photograph (2 Nos.)
- ☐ Photocopy of Aadhar Card
- ☐ Other Documents

9. Declaration:

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false or misleading, my application is liable to be rejected.

Date: _____

Place: _____

Signature of the Applicant: _____