**Post: Junior Clerk (Unaided Section)**

 Page No. 01

**The Principal,**

**SES’s L. S. Raheja College of Arts and Commerce (Autonomous),**

**Santacruz West,**

**Mumbai, 400054.**

Sir,

Please accept my application for the post of Junior Clerk cum Typist. Here are my academic and other details.

1. Name (surname first):

|  |  |  |  |
| --- | --- | --- | --- |
| (Surname) | (First Name) | (Father Name/Husband Name) | (Mother Name) |

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| --- | --- | --- |
|  |  |  |

1. Date of Birth (e.g. (01-01-1960)
2. Postal Address:

|  |
| --- |
|  |
|  |
|  |
|  |
| Mobile No:  |

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| --- |
|  @ |

1. Email active Id (in CAP)
2. Academic Records:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Board/University | % of Marks obtained | Class/Grade | Year of Passing |
| HSC |  |  |  |  |
| BA/BCOM/BSC. |  |  |  |  |
| MSCIT |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| ENGLISH TYPING |  |  w.p.m. |
| MARATHI TYPING |  |  w.p.m. |

|  |  |
| --- | --- |
| OTHER PROFESSIONAL QUALIFICATION  | Year of Passing |
|  |  |

1. Mother Tongue : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Language ability other than Mother Tongue : \_\_\_\_\_\_\_\_\_\_\_\_\_
3. If selected when will you be available for employment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Working Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Institution / Organisation  | Position | Nature of work  | From(date)  | To (date) | Reason for Leaving |
|  |  |  |  |  |  |
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1. COMMENTS

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 Please write a brief statement of any additional information, which you have not been able to include elsewhere on the application.

1. Last Salary Drawn (in ₹) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Salary expected (in ₹) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information supplied here are true and correct. I understand that information supplied here are found incorrect at any stage, my application is liable for cancellation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (Signature of the applicant)