



Shiksha Mandal Wardha's
G. S. COLLEGE OF COMMERCE & ECONOMICS, NAGPUR
LAW COLLEGE SQUARE, AMRAVATI ROAD, NAGPUR-440001
(A HINDI LINGUISTIC MINORITY COLLEGE)

An Autonomous Institution
NAAC Reaccredited 'A' Grade Institution

APPLICATION FORM
(FOR ASST. CONTROLLER OF EXAMINATIONS)
(To be filled in by the candidate in his/her own handwriting)

Paste here
your recent
Passport Size
Photograph

To,
The Principal,
G. S. College of Commerce & Economics, Nagpur

SUBJECT: APPLICATION FOR THE POST OF ASST. CONTROLLER OF EXAMINATIONS.

Respected Sir,

With reference to your advertisement in _____ dated _____, I wish to offer my services for the Post of _____. I hereby submit my relevant details as under-

01. Name in Full : _____
SURNAME FIRST NAME

(FATHER'S / HUSBAND'S NAME)

02. Date of Birth : _____

03. Marital Status : _____ 04. Mother Tongue _____

05. Religion & Caste/Category : _____

06. Domicile & Nationality : _____

07. Aadhar Card No. : _____

08. Languages known : _____

09. Permanent Address with
Contact Nos. with STD Code _____

Mob. _____ Land Line _____

10. Address for Correspondence : _____
with contact Nos. with _____
STD Codes _____

Mob. _____ Land Line _____

Email : _____

11. Educational Qualifications :

Sr. No.	Examination Passed	Board / University	Year of Passing	Marks Obtained	% of Marks	Division
01.	S.S.C.					
02.	H.S.S.C.					
03.	U.G.....					
04.	P.G.....					
05.	Other.....					
06.	Computer/IT Certificates... if any					

12. Experience in conducting examinations, if any.

Sr. No	Name of Institution	Designation	Duration		Pay	Reason for leaving the services
			From	To		
Total Experience						

13. Teaching/Administrative Experience, if any. (Additional sheet may be attached)

Sr. No	Name of Institution	Designation	Duration		Nature of duties
			From	To	
Total Experience					

14. Name & address of at least 2 Referees : Attach separate sheet
with contact nos. (Referees should not be relatives; one referee should preferably be present employer)

15. Please state whether any vigilance case :- Yes / No
or departmental enquiry or any legal case (If yes, attach separate sheet giving details)
in any court of law is pending or being contemplated against you; give details.

16. Declaration of family details as per Govt. G.R.S.RV2000/CR(17/2000)XII dt. 28.03.202005

Sr.No.	Name of Family Member	Date of Birth	Relation with Candidate	Remarks

Declaration

I hereby declare that the aforesaid information submitted by me is true to the best of my knowledge and belief and if found false I shall be rendered disqualified and I shall have no claim for the above said post.

Place : SIGNATURE OF THE APPLICANT
Dated : NAME _____

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- List of Enclosures: (if not enclosed, the application will be treated as incomplete)
- 1. Attested Copies of the Statement of Marks, Certificates/ Degrees of all Exams
 - 2. Experience Certificates, Testimonials
 - 3. Verified UG, PG Marksheets from relevant Universities.
 - 4. Copy of Aadhar Card

ESSENTIAL QUALIFICATION FOR THE POST OF ASST. CONTROLLER OF EXAMINATIONS
<ul style="list-style-type: none">1. M.Com./MBA in minimum IInd division2. Knowledge of Computers, MS-Office & Google suit etc.3. Minimum one year experience to conduct online examinations through Google forms or online examinations software.