

18. Give the following details of any other languages that you know.

Name of the Language	Examination Passed if any	Please Tick <input type="checkbox"/> or <input type="checkbox"/>		
		read	write	speak

19. Educational Qualification :-

Name of Institute / Board / University	Examination passed	Passing Month & Year	Main Subject	Percentage obtained				No. of attempt

20. Details of Experience :-

Name of Institution	Date		Designation & Nature of Work	Salary (Drawn)	Experience in	
	from date	To date			Year	Month

Attached Document :- (Please attached attested copies of relevant documents/certificates only)
(Please tick mark (✓) in the applicable bracket for the actual documents attached only)

1. Birth Certificate ()
2. School leaving Certificate ()
3. Diploma Mark sheet () Certificate ()
4. Graduation Mark sheet () Certificate ()
5. Post Graduation Mark sheet () Certificate ()
6. Caste Certificate ()
7. Experience Certificate on letter pad only ()
8. Handicapped Certificate ()
9. Ex-Serviceman Certificate ()
10. CCC () CCC+ () any other certificate related to Computer Education ()
11. Current creamy layer Certificate ()
12. S.S.C. Mark sheet () S.S.C. Certificate ()
13. H.S.C. Mark sheet () H.S.C. Certificate ()
14. NOC from present employer ()
15. Attempt Certificate if any ()
16. Reference from present employer/university/ college as applicable
17. Other information if any.

DECLARATION

I hereby declare that the particulars furnished in application are correct and if information or proof provided by me is found incorrect/fake or manipulated, my candidature stands disqualified and I will liable to be dismissed, if appointed.

PLACE :-

DATE :-

Signature of the Applicant,

INSTRUCTIONS

- (1) No entry will be given in the examination hall without this ADMISSION LETTER.
- (2) You must affix a recent passport size photograph in the space provided for the purpose. You will not be admitted in the examination hall, if the photograph is not affixed as required.
- (3) No candidate shall be allowed in the examination hall under any circumstances after 10 minutes of the commencement of the paper.
- (4) The candidate should bring his / her own pen, pencil, eraser he / she should not bring any books or loose papers (whether written or blank.) in the examination hall, except the admission letter. Candidate found talking, copying or otherwise creating any disturbance, shall be asked to leave the examination hall.
- (5) No candidate should leave the examination hall without prior permission of the supervisor and without handing over the question paper / answer book to the room supervisor.
- (6) Candidate shall be disqualified in case of non-compliance of the instructions given as above or instructions of supervisor in the examination hall. Before leaving the examination room admission letter should be handed over to the room supervisor.

**ADMISSION LETTER**

Name _____

Roll No. _____

affix
recent self
signed
photograph

Name of the post _____

Date : _____ Time :- A.M. _____ P.M. _____

**Signature of Candidate
In presence of Supervisor**

The Candidate should write
his / her own address below :-

Name : _____

Address : _____

GENERAL INSTRUCTIONS TO APPLICANT

(Applicant should carefully go through the following instructions before filling up the application form)

- (1) The application should be in the candidate's own hand writing.
- (2) A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information will be disqualified and if appointed / selected, will be dismissed from service without any notice.
- (3) The candidate serving in Govt., Semi-Government, Surat Municipal Corporation or any such institution should forward their application through proper channel.
- (4) Candidate should affix his / her recent PASSPORT SIZE PHOTOGRAPH duly signed by him / her on the front page at the right corner of the application form, while another photograph is to be affixed on the admission letter.
- (5) Application form can be had from the Record Branch or civic centres of the Surat Municipal Corporation, which should be submitted along with complete information within stipulated period.
- (6) Any change in date /time or place of written / objective / practical test or personal interview due to any circumstances shall be final binding to all.
- (7) Canvassing in any form will be a disqualification.
- (8) Incomplete application is liable to be rejected.
- (9) Candidate must furnish all the details / information asked for in the appropriate space provided for that purpose. In case of any information not being applicable, please write "N/A" against the respective question. Candidate should not leave any space blank.
- (10) The Marks obtained in written / objective / practical test shall be considered for the qualification for personal interview only.
- (11) Generally question paper for general knowledge will be framed according to the advertisement published for particular post. Candidate who successfully passed the written/ objective/practical test only invited for personal interview.
- (12) Applicant should clearly specify his / her caste / category (i.e.SC / ST /SEBC / PH etc.) and should attach the copy of applicable caste certificate issued by competent authority.
- (13) Age shall be applicable as on the date of advertisement published by the public Relation Department
- (14) SMC will not be responsible for any postal delay or loss.
- (15) Please attach all documents in support of all the information's mentioned in application.
- (16) Candidate should appear in the personal interview at his / her own cost and should bring all the necessary certificate / mark sheet / testimonial in original.

Note : Application is liable to be rejected, if any of the above instructions is not followed.



SURAT MUNICIPAL CORPORATION

Establishment Department (Recruitment Branch)

ADMISSION LETTER

Objective / Practical Test /

(Copy of Candidate)

Personal Interview for the

Post of _____

Note :- The Candidate must bring positively original Certificates at the time of interview

Name of Candidate

Roll No.

Office of Issue

Section Officer (R)
Surat Municipal Corporation

Place of Written / Objective / Practical Test
and personal interview.

Date of Test : _____
Interview

Time :- A.M. _____ P.M. _____

Applicant's Own Address
(For Correspondence)

(1) To

(2) To

(3) To

