



S. No.	Name of the Degree obtained (Tick)	Name of the Board / University	Year of Passing	Marks/CG PA		% Marks	Score points		
				Obtained	Out of		Marks Calculation	Max Marks	Marks calculated by the candidate
A.	<u>Graduation</u> Graduation in any stream (Preferably B.Com./ BBA)						% x 30	30	

B.	Additional 5 marks only for those candidates having Graduation stream of B.Com/B.B.A						% x 5	5	
C.	10+2						% x 20	20	
D.	Matric						% x 5	5	

b. Other Index (Attach Proof w.r.t. relevant experience only in case worked in Govt./Semi-Govt./ PSU organizations)*

Weightage : Maximum 20 marks

S. No.	Name of the Experience	Name of Organization	Name of the Post held	Nature of duties	Working experience From/To	Total No. of Years	Marks (2 marks/year to the maximum of 20 marks. Experience less than 6 months shall not be counted)
1.	Working knowledge of accounts and computers, including MS office and internet						

*Candidates claiming work experience shall attach the experience certificate in the following format which shall be duly filled in & signed by concerned authorized employer. The experience certificate produced in any other format shall be rejected. Sample of Experience Certificate Format (to be attached duly filled in and signed by the authorized employer).

“Certified that Mr./Ms. _____ has worked in the Organization/Department _____ from _____ to _____ in the capacity of _____ and he/she had drawn his / her salary amounting to Rs. _____ during that period which is as per the pay acquaintance role.”

Sd/-
(Signature of the Employer)

Certified that the information submitted herein by me is true/correct. All the evidences/proofs pertaining to information(s) submitted herein enclosed are genuine. In case any of the above information is found incorrect or false at any stage, I may be liable to any punishment as decided by the Competent Authority and my contractual appointment may be terminated without any notice.

Encls:- _____ leaves

(Signature of Candidate)

Date:
Place: