



Sindh Technical Education & Vocational Training Authority (STEVTa) Government of Sindh



Form #

ADMISSION FORM

2-Year Diploma in Commerce (D.Com)
SESSION 2018-2019

Affix recent
Passport size
Color
photograph

1. PERSONAL INFORMATION (Use Capital letters)

a. Name in Full:

b. Father's name:

c. Candidate CNIC# / B Form

d. Date of Birth **e. Gender:** Male Female She-Male

e. Postal Address
(Present Adress) _____
(Correspondence will be made on this address through courier service or or ordinary postal service)

City: _____ District _____

g. Phone No: (OFF) _____ **(RES.)** _____ **Mobile** _____
(Mandatory)

h. Domicile: _____ **i. Religion:** _____ **j. Email:** _____

k. Hafiz-e-Quran: (20 Marks) Yes No **l. Disability: Yes** **No**
(Certificate Required) (Certificate Required)

2. ACADEMIC INFORMATION

Certificate / Degree	Roll No.	Year of Passing	Grade	Name of Board
Matriculation (SSC) or Equivalent				
Other Qualification _____				

CATEGORY OF ADMISSION	<input type="checkbox"/> Open Merit	<input type="checkbox"/> All Sindh Basis	<input type="checkbox"/> Researved Seats
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DESIRED GROUPS PREFERENCE: Write the name of Institutes, Program & Specialization Group (Mandatory)

Sr.No	Name of Institute	Choice of Groups
		<input type="checkbox"/> ACC = Accounting <input type="checkbox"/> BKG = Banking <input type="checkbox"/> INS = Insurance <input type="checkbox"/> SMS = Salesmanship <input type="checkbox"/> OSP Office Secretarial Practices

NOTE: Before submitting Admission form, the candidate is advised to refer the prospectus to write any one choice out of five (05) Groups in Commercial studies.

UNDERTAKING

(To be filled in by the candidate and his/her parent / Guardian on a judicial Bond /Stamp paper of Rs 50/- duly attested by a First Class Magistrate, in compliance with the orders of the Supreme Court of Pakistan in Human Rights case, 1992)

I, Mr./Ms _____ CNIC / B-Form

No. _____ Son/Daughter/Ward of _____ a candidate for admission in 2-Year

Diploma in Commerce (D.Com) in _____ Program do hereby solemnly affirm that;

- I. I agree to abide by all the rules & regulations of the institute which are in force or which shall be enacted later during my stay in the institute.
- II. I shall confine strictly to the code of conduct for the student at the institute.
- III. I shall at all time display respectful behavior towards management, faculty and my fellow students.
- IV. I shall not through my acts, speech or gestures, incite any feeling, which are derogatory to any sect, ethnic group, cast, religion, creed, sex, or place of origin.
- V. I shall protect and preserve the property of the Institute all time and shall make all out efforts to prevent others from causing any damage or destruction to the institute property.
- VI. I shall fully abide by the decisions of faculty, management and various discipline committees constituted for the purpose of ensuring and enforcing discipline and good order in the institute.
- VII. I undertake to pay tuition fees and other administrative charges regularly by the due date, failing which I would be liable to pay late fees and ultimately liable to be struck off the rolls of the Institute.
- VIII. I am not a member of any political party or religiously motivated sectarian group and I shall not any political activities and / or sectarian activities including unionism or political groupings.
- IX. I do understand that the finding with regard to my "indulgence in politics" etc. given by the head of institute under his/ her seal and signature shall be final and shall not be questioned.
- X. I also declare that the information provided in this paper is correct to the best of my knowledge and belief.

If I am found involved in any unlawful activity in the contravention of the above terms and conditions at any stage during my stay at institute, the Institute shall have rights to cancel my admission without notice.

Name of Candidate

Name of Parent / Guardians

Signature of Candidate

Signature of Parent / Guardians

Date _____

Date _____

Attested By

Oath Commissioner /Gazetted Officer

Name _____ Designation _____

Signature _____ Date _____

Official Stamp / Seal

CERTIFICATE FROM REGISTRAR /ADMINISTRATIVE OFFICER OF INSTITUTE (CHECKLIST)

Note: Please check the box confirm receiving of duly attested documents /Certificates:

In Duplicate

- I. School /College Leaving Certificate (If Applicable)
- II. Matriculation Certificate, showing candidate's Date of Birth (Original /Provisional).
- III. Marks Sheet of Matriculation (Technical/Science) Examination or its equivalent from the relevant Board.
- IV. G-III Certificate for candidate seeking admission on the basis of G-III with matric (Science).
- V. Six (06) Photograph, recently taken, dully attested, including one affixed on the Admission Form .
- VI. Domicile Certificate of the Candidate /Father's (Including Candidate's Name) and permanent Residence Certificate (PRC).
- VII. Hafiz-e-Quran Certificate (If Applicable)
- VIII. Disability Certificate (If Applicable)
- IX. Migration Certificate.

Original Copy.

- I. Undertaking (Provided in the Admission Form) on Stamp paper of Rs 20/-

Check and Verified by:

Registrar /Administrative Officer

Name _____ Designation _____

Signature _____ Date _____

Official Stamp / Seal

(FOR USE OF ADMISSION COMMITTEE ONLY)

Group _____ Merit # _____

Checked by _____ Verified by _____
Chairperson Institute Admission Committee

Admission Status:

Admission Granted in OR Admission regretted

(PRINCIPAL/ADMISSION COMMITTEE)