

INSTRUCTIONS FOR THE CANDIDATES

- 1) **Submit ONE ORIGINAL APPLICATION FORM and four photocopies of it. Attach your Updated Resume with each application form.**
- 2) **Self attested** copies of following should be attached with the application (**ATTACH ONLY ONE SET WITH ORIGINAL APPLICATION FORM**).
 1. 10th Mark sheet
 2. 12th mark sheet
 3. School leaving certificate
 4. UG degree
 5. PG degree
 6. GNC registration
 7. NUID registration and number
 8. Last Reliving Letter
 9. Last joining letter
 10. Experience Letter
 11. Aadhar card
 12. Pan Card
 13. Other relevant documents
- 3) Candidates must produce all original mark sheets / certificates / testimonials at the time of interview. No extension of time will be granted.
- 4) Employed candidates must send their applications complete in all respect through proper channel and produce NOC at the time of Interview.
- 5) Any misleading or wrong information supplied may lead to summarily rejection of application / appointment, if found subsequently.
- 6) Canvassing in any form by or on behalf of a candidate will lead to disqualification of candidature.
- 7) The college reserves the right to fill or not to fill any of the post(s) advertised.
- 8) Applications on plain paper or received after the last date or incomplete information / supporting documents will not be considered.
- 9) Complete the form in your own handwriting and send it to us through Registered / Speed Post The application forms in all respect is to be sent to The Registrar, Metas Adventist College, P.O. Box No. 24, Athwalines, SURAT – 395 001. Gujarat, India so as to **reach the application latest by September 17, 2026.**
- 10) Additional sheets may be attached, in the same format, wherever the space allocated is felt to be insufficient.
- 11) Interview calls to eligible candidates will be issued through their E-Mail only.
- 12) No TA/DA will be paid to the candidate for attending interview.
- 13) Candidates must submit separate application for each post, if he / she is applying for more than one post.

I have read the above instructions before filling the application form.

Name of Applicant: _____

Sign. of Applicant:_____