

SVKM's Narsee Monjee College of Commerce and Economics
Empowered Autonomous
Vile Parle West, Mumbai – 400056

20.09.2025

NOTICE
F.Y.I.C. STUDENTS
JUNIOR COLLEGE

The students who have done 10th standard from Board other than ICSE/CBSE/ Maharashtra State Board should be present for Eligibility form filling as per the schedule below.

The students who have done 10th standard from **other state Boards** are also required to fill the eligibility form. **This process is mandatory for students to be eligible to appear for HSC examination.**

The schedule is as follows:

Day and Date	Time	Div.	Venue
Tuesday, 23.09.2025	11.30 am	A to E	5 th floor E Lab
Wednesday, 24.09.2025	11.30 am	F to I	5 th floor E Lab

ELIGIBILITY FORM FILLING PROCESS

The students should have pdf of filled **undertaking form** (attached with this notice) and photo and sign (10 kb to 40 kb in JPG format) in their mail or pen drive. The students should collect the attested copies of 10th std. Marksheet and LC/TC as soon as they enter the lab. Then make individual pdf copies of 10th marksheet, 10th passing certificate, 10th leaving certificate, original migration certificate and undertaking form (all documents less than 500 kb). After this process, start filling the form as mentioned below.

- 1) Candidate from – to select Indian
- 2) Std. 11th
- 3) Candidate details – to be filled without error.
- 4) Applicant residential address - to be filled without error.
- 5) College Name – NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS
- 6) ADDRESS LINE 1 : NEW SBMP BUILDING

- 7) ADDRESS LINE 2 : OPP. COOPER HOSPITAL
- 8) ADDRESS LINE 3 : VILE PARLE WEST
- 9) STATE : MAHARASHTRA
- 10) DISTRICT : 32- MUMBAI (SUB 1)
- 11) TALUKA : 03- KP (WEST) WARD
- 12) PIN CODE : 400 056
- 13) QUALIFICATION DETAILS:
- 14) NAME OF PUBLIC EXAM : IGCSE or others, AS APPLICABLE
- 15) PASSING MONTH : COPY FROM MARKSHEET
- 16) PASSING YEAR : 2025
- 17) NAME OF THE UNIVERSITY / BOARD – COPY FROM MARKSHEET
- 18) ANSWER THE QUESTIONS REGARDING : DEBARRED FROM EXAM : YES/ NO
AS APPLICABLE
- 19) JOINED ANY COURSE : YES/ NO AS APPLICABLE
- 20) DEBARRED OR EXPELLED : YES/ NO AS APPLICABLE
- 21) 10TH YEAR : 2025 MARK/GRADE : MARKS CONSIDERED FOR ADMISSION
PERCENTAGE AND SEAT NO.
- 22) 11TH - IGNORE THE ROW
- 23) ENTER MARKS OF **ALL SUBJECTS** FROM MARKSHEET
- 24) TICK ALL THE DOCUMENTS
UPLOAD THE PDF COPY OF SELF ATTESTED DOCUMENTS WITH PRINCIPAL
SIGNATURE AND PDF OF ORIGINAL MIGRATION (LESS THAN 500 KB).
- 25) CLICK ON THE + SIGN AND UPLOAD PDF OF FILLED UNDERTAKING FORM.
- 26) UPLOAD PHOTO AND SIGNATURE (10 kb to 40 kb in JPG format) (top right
corner)
- 27) CLICK ON SAVE, THEN CLICK ON BACK AND LEAVE THE LAB

Mrs. Bhavana Menon
Vice Principal

Undertaking

I, Shri/Smt.

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Age about Years, Occupation Education
Residing at

do hereby given the undertaking as under :-

- 1) that I have passed Xth Std. / XIth Std. Examination through (Name of the School)
..... is situated in Taluka / City Dist.
State
- 2) that I am desires to take admission in Std. XI/XII in Jr. College (Name of the Jr. College)
..... for the Academic Year 202 - 202
- 3) that while taking admission, I am required to furnish following documents.
 - i) Certificate in the prescribed Appendix 'A' (for Candidate coming from outside India)
 - ii) Statement of Marks of the last public Examination / Statement of marks of Std, XIth Examination of the Junior College (Home Exam)
 - iii) Passing Certificate of the last public Examination
 - iv) School leaving Certificate / Transfer Certificate
 - v) Migration Certificate in Original
(Note - Ignore if not applicable)
 - vi) Report of verification (Pvt. Student only)
- 4) that I am also aware that my admission, is provisional and that the Jr. College shall have every right to assess independently, the truthfulness and correctness of the documents mentioned at Serial Number (3) of this undertaking. That in the event, if it is subsequently found out by the Jr. College / Board that the particular furnished in the admission form or the documents furnished while seeking admission are false and fabricated, in that event Jr. College authorities will have right to take action against me, including right to cancel the admission.
- 5) I am also fully aware of the fact that the Jr. College has given me provisional admission subject to grant of eligibility certificate by the Mumbai Divisional Board Vashi, Navi Mumbai Maharashtra State Board of Secondary and Higher Secondary Education having its Hear Office situated at Bhamburda, Shivajinagar, Pune - 411004.
- 6) In case if the Divisional Board rejects my application, submitted through the Head of the Jr. College for grant of Eligibility Certificate, my admission to the Jr. College shall stand automatically cancelled.
- 7) I am aware of the fact that, in case, if I fail to furnish the required documents within the stipulated time I shall not be eligible for admission in the Jr. College and as such my admission shall stand automatically cancelled. That I have read the contents of the undertaking and has properly understood the same and in witness whereof had signed on this Undertaking on this day of 20 at (Place)

.....
(Signature of Guardian)

.....
(Signature and Name of the Student)