

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

09.09.2026

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

The students who have done 10th standard from **IGCSE and Other State Boards** (i.e. Board other than ICSE/CBSE/ Maharashtra State Board) should be present for Eligibility form filling as per the schedule below.

This process is mandatory for students to be eligible to appear for HSC examination in 2027-2028.

The schedule is as follows:

Day and Date	Time	Div.	Venue
Friday, 11.09.2026	Sharp 11.00 am	A to I	5 th floor E Lab

ELIGIBILITY FORM FILLING PROCESS

The students should have pdf of filled **undertaking form** 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 : 2026
- 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 : 2026 MARK/GRADE : MARKS OF ALL SUBJECTS FROM
MARKSHEET, PERCENTAGE AND SEAT NO.
- 22) **11TH - IGNORE THE ROW**
- 23) ENTER MARKS OF **ALL SUBJECTS** FROM MARKSHEET **CLICK ON THE + SIGN**
if there are more than 6 subjects in the 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.

Note: Students should not click on verify tab.


Ms. Bhavana Menon
Vice Principal