

**OFFICE OF THE PRINCIPAL
HOOGHLY MOHSIN COLLEGE**
College Road, Chinsurah, Hooghly West Bengal

Admission Notice

Notice No. HMC/ADM/22-23/5

Date: 21.08.2022

2nd Call for Application for UG Admission, 2022-23

ON-LINE applications are invited for **Admission against SC/ST Category vacant positions available in B.A. Honours in Urdu Course in the UG Level for Academic Session 2022-23** from the candidates who have **passed 10+2 or equivalent examinations** in the year **2022/2021/2020/2019** from any **Boards/Councils** approved by *Burdwan University, Rajbati, Purba Bardhaman*.

- Candidates, who have not applied before during this academic session in this college, can apply via email with all the requisite documents as attachment. Following are the steps:

1. Write a letter to the Principal (according to the specimen-1 given below) and sign it.
2. Scan all the documents mentioned in the letter along with the signed letter.
3. Email all these scanned documents to this address:
hmcadmission2022@gmail.com

- Candidates whose applications were rejected because of incomplete applications and subsequently, **whose names were not published in the final merit list of this college** can also apply. Following are the steps:

1. Write a letter to the Principal (according to the specimen-2 given below) and sign it.
2. Scan all the documents mentioned in the letter along with the signed letter.
3. Email all these scanned documents to this address:
hmcadmission2022@gmail.com

- **Candidates whose names are published in the final merit list of this college for the academic session 2022-2023 are not eligible to apply.**

The last date for submitting applications through online mode to hmcadmission2022@gmail.com is read as **23:59 hours on 30/08/2022**.

All other matters including calculation of merit index as laid down in the admission portal shall remain unchanged.



Principal
Hooghly Mohsin College

Specimen-1 for fresh candidates

To
The Principal
Hooghly Mohsin College
Chinsurah, Hooghly

[DATE]

Sub: Application for admission to B.A. Honours in Urdu for the seats reserved for SC/ST category at Hooghly Mohsin College

Dear Sir,

With due decorum I, [NAME], son/daughter of [FATHER'S NAME], residing at [RESIDENTIAL ADDRESS], would like to submit my application for admission to B.A. Honours in Urdu for the seats reserved for SC/ST category at Hooghly Mohsin College. I'm enclosing all my documents along with this letter.

I sincerely hope that you'll accord my prayer and kindly oblige.

My details are given below:

1. Name:
2. Father's Name:
3. Mobile Number:
4. Email Id.:
5. Full address:

Thank you for your time and kind consideration.

Yours faithfully,

[SIGNATURE OF THE APPLICANT]

Documents to be scanned and enclosed:

1. Birth Certificate/Class 10 Admit Card
2. Caste certificate (issued in the name of the applicant by the appropriate authority of Govt. of West Bengal)
3. Mark sheet of Madhyamik/equivalent Examination
4. Mark sheet of H.S./equivalent examination
5. Passport size photo
6. Signature

Specimen-2 for candidates whose names were not in the final merit list

To
The Principal
Hooghly Mohsin College
Chinsurah, Hooghly

[DATE]

Sub: Application for admission to B.A. Honours in Urdu for the seats reserved for SC/ST category at Hooghly Mohsin College

Dear Sir,

With due decorum I, [NAME], son/daughter of [FATHER'S NAME], residing at [RESIDENTIAL ADDRESS], would like to inform you that I have already applied [PLEASE MENTION THE APPLICATION ID HERE] for admission at Hooghly Mohsin College, but, somehow my name was not included in the final merit list.

Under such circumstances, I would like to resubmit my application for admission to B.A. Honours in Urdu for the seats reserved for SC/ST category at Hooghly Mohsin College. I'm enclosing all my documents along with this letter.

I sincerely hope that you'll accord my prayer and kindly oblige.

Thank you for your time and kind consideration.

Yours faithfully,

[SIGNATURE OF THE APPLICANT]

Documents to be scanned and enclosed:

1. Downloaded Application Form
2. Birth Certificate/Class 10 Admit Card
3. Caste certificate (issued in the name of the applicant by the appropriate authority of Govt. of West Bengal)
4. Mark sheet of Madhyamik/equivalent Examination
5. Mark sheet of H.S./equivalent examination
6. Passport size photo
7. Signature