**APPLICATION FORMAT – ACCOUNTS ASSISTANT**

Paste your passport size photo here

1. **Name of the Applicant**:

(Self attested copy of Aadhar or Pan Card to be attached)

1. Father’s name:
2. Date of birth:
3. Age on 01.12.2022:
4. Gender:
5. Domicile:
6. Permanent address:
7. Mailing address:
8. Telephone/mobile number:
9. Email address:
10. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):

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| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name of****Degree** | **Name of****Institution** | **Board /****University** | **Year of****Completion** | **Division/Grade****%of Marks** |
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1. Work experience in chronological order (attested copies of work experience certificates to be attached):

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name of****Employer** | **Designation****/ Title** | **From****(month, year)** | **To****(month, year)** | **Salary drawn** | **Nature of****Duties** |
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1. Details of courses / training programmes attended, if any:
2. Languages known:
3. Additional information, if any, which you would like to mention in support of your suitability for the post

**Declaration:**

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ terminated from the contract.

Signature of the candidate:

Place: