**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 as on 30.11.2023:
4. Gender:
5. Domicile (supporting certificate to be enclosed):
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):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name of****Degree** | **Name of****Institution** | **Board /****University** | **Year of****Completion** | **Division/Grade****%of Marks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Work experience in chronological order (attested copies of work experience certificates to be attached):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name of****Employer** | **Designation****/ Title** | **From****(month, year)** | **To****(month, year)** | **Nature of****Duties** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Details of courses / training programmes attended, if any:
2. Languages known:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Language** | **Read** | **Write** | **Speak** |
|  |  |  |  |  |

1. 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

Date:

Place:

Note:

1. Incomplete Application will be rejected.
2. Fill all the information sought.