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## MADHABDEV UNIVERSITY

## (A state University established under the Assam Act No. XXXV of 2017)

## Narayanpur, Lakhimpur, Assam Pin-784164

## Application for the Post of Finance Officer

Advertisement No. & Date:

Post applied for:

Details of application fee paid:

Name of the Bank:

Branch Name:

Demand Draft No.:

Amount Paid:

1. **General Information of Applicant**

|  |  |  |
| --- | --- | --- |
|  | Name of the Candidate |  |
|  | Father’s Name (Mother’s name in the case father is not known) |  |
|  | Date of Birth (dd/mm/yyyy) |  |
|  | Age as on the last date of submission of application (yy/mm/dd) |  |
|  | Nationality |  |
|  | Sex (male/female/transgender) |  |
|  | Religion |  |
|  | Marital Status (married/unmarried) |  |
|  | Category (Gen/OBC/SC/ST/PwD) |  |
|  | Address for Correspondence |  |
|  | Permanent Address |  |
|  | Contact Number |  |
|  | Email id |  |
|  | Post held, if any, at the time sending the application | 1. Designation: |
| 1. Date of joining: |
| 1. Permanent/Temporary: |
| 1. Name and address of the employer: |
| 1. Basic pay: Rs. |
| 1. Total emoluments: Rs.s |

1. **Employment Details** (in chronological order from latest to oldest)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Post held | Pay Scale | Institution | Nature of duties | Duration | | Experience (in years and months) |
| Date of joining | Date of leaving |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |

1. **Educational Qualifications (in chronological order from HSLC onwards):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Examination | Year of Passing | Board/ University | Subject(s) | Division/ Class/Grade | Percentage of Marks/CGPA |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Any other academic/professional qualification/training:**

**------------------------------------------------------------------------------------------------------------------------**

1. **Details of experience:**

**-------------------------------------------------------------------------------------------------------------------------**

1. **Participation and contribution in relevant areas in higher education:**

**------------------------------------------------------------------------------------------------------------------------**

1. **Details of proficiency in computer:**

**-------------------------------------------------------------------------------------------------------------------------**

1. **Achievements/awards/contribution:**

­­­­­­**-----------------------------------------------------------------------------------------------------------------------**

1. **Languages Known:**

**-----------------------------------------------------------------------------------------------------------------------**

1. **Knowledge of Assamese:**

|  |  |  |
| --- | --- | --- |
| Speaking | Reading | Writing |
|  |  |  |

1. **Organization of co-curricular activities:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of activities | Title | Duration | Organized at | Funded by | Total Amount Investment |
| Short term courses |  |  |  |  |  |
| Seminar |  |  |  |  |  |
| Conferences |  |  |  |  |  |
| Academic groups |  |  |  |  |  |
| Workshop |  |  |  |  |  |

1. **Membership of professional bodies:**

**---------------------------------------------------------------------------------------------------------------------------**

1. **Any other information which the applicant may like to furnish:**

|  |
| --- |
|  |

1. **Referees: Name addresses, contact numbers and Email IDs of two referees:**

(Referees should not be related to the candidate)

|  |  |
| --- | --- |
| **1** | **2** |
| Name:  Address: | Name:  Address: |
| PIN code:  Phone:  Email: | PIN code:  Phone:  Email: |

**DECLARATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

Date: (Signature of the applicant with date)

Place:

***LIST OF ENCLOSURES***

*1. Application fee payment related papers*

*2. NOC from the employer (in Annexure-1) if applicable*

*3. One self-attested copy of all testimonials to support caste/category/age/academic qualifications etc.*

*4. One copy of all testimonials to support working experience*

**(In official letter head)**

**NO OBJECTION CERTIFICATE**

This is to certify that ………………………………………(Name of the University/ Institute) has no objection, if Prof./Dr….………………………, Designation……………………., Department/Centre ………………..of this University/ Institute applies for the position of ……………..(name of the post applied for) in Madhabdev University.

` Signature:

Date: (Head of the University/ Institute)

Place: Name:

Designation:

Seal: