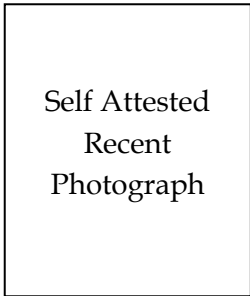


APPLICATION FORMAT FOR THE POST OF ACCOUNTS OFFICER

IN UERC

Applied on Deputation/Direct Basis:

1. Name of the Applicant :
2. Father's Name :
3. Full Correspondence Address alongwith Telephone/Mobile/E-mail/Fax No.
:.....
:.....
:..... : Pin Code:.....



Mobile No.: _____ E-mail

4. Date of Birth (in Christian era) :
 5. Age (as on 01.01.2018) :Years Months Days
 6. Sex (Male/Female) :
 7. Marital Status :
 8. Whether you are domicile of Uttarakhand (Yes/No) :
- (if yes, attached domicile certificate)*

9. Education and Professional Qualification :

a) Academic Qualification (in ascending order, starting from high School onward):

Sl. No.	Examination Passed	Main Subject	Board/University	Year of passing	% age of marks
1	2	3	4	5	6

b) Technical Qualification:

Sl. No.	Examination Passed	Board/University	Year of passing	% age of marks
1	2	3	4	5

c) Whether Educational and other qualifications required for the post are satisfied:

(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.) Please mention essential and desirable qualification required and possessed by the candidate in the preceding column

Qualifications/Experience required		Qualifications/Experience possessed by the applicant
Essential	1. Graduate Degree in Commerce with Post Graduate Degree/ Diploma or MBA in Finance from recognized university/institution. OR CA/ICWA.	
	2. Excellent verbal and written communication skill.	
	3. Computer literacy.	
	<u>Additional requirement for deputations:</u> 4. Holding analogous posts on regular basis. OR 03 years regular service in the Pay Matrix Level-8 (47600-151100) or equivalent or above.	
Desired	Experience of accounting works in accounting software (preferably Tally), familiarity with provident fund, income tax, audit, reconciliation of accounts and book keeping in Central/State Govt. Deptt./undertaking Corporation/Statutory bodies.	

d) Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

.....

10. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Instt./Orgn.	Post held	Nature of appointment whether regular adhoc, Temporary deputation, contract etc.	Period of service		Scale of pay, basic pay and total monthly emoluments	Nature of duty
			From	To		

11. Details of additional academic qualifications, professional training and work experience, if any

.....

12. Nature of present employment, i.e. temporary or permanent:

13. In case the present employment is held on direct/deputation/contract basis, please state:

- a) The date of initial appointment :
- b) Period of appointment or deputation/contract :
- c) Name of the parent office/Organization to which you belong :.....
(Address of parent organization)
- d) Name of the post & pay scale held by you on regular basis :.....
(Date from when such post held may also be indicated)
- e) Name of office/organization and address of present posting:.....

14. Additional details about present employment:

Please state whether working under and give full address of the organization:

- a) Central Government :
- b) State Government :
- c) Central/State Autonomous Organization :
- d) Central/State Government Undertaking :
- e) Central/State University :
- f) Private Organization :
- g) If working under (a) to (e) , are you in Revised Seventh Pay Scale? If yes, give the date from which the revision took place and also indicate the pre-revised and revised scale.
:

15. Total emoluments per month now drawn :
(Please attach details of gross salary/last pay slip)

16. Whether any contribution made in the field of research:

17. Any other information that the candidate may :
wish to give (If the space is insufficient enclose a separate sheet)

18. Whether belongs to reserved category. :
(If yes, please state category and enclosed certificate issued from the authority)

19. Notice period/No. of days likely to be availed :
for relieve from parent Deptt. on being found fit for appointment.

20. Remarks, if any :

DECLARATION

I S/o / D/o Sri solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the particulars of information given herein being found false or incorrect, my candidature for the examination/selection is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after appointment my services are liable to be terminated without any notice.

Place:

Date:

Signature of Candidate

List of Enclosures:

- 1) All Mark sheet & Certificates of Academic Qualifications (from matriculation) : Yes/No
- 2) All Mark sheet & Certificates of Technical Qualifications : Yes/No
- 3) Proof of Date of Birth : Yes/No
- 4) Domicile Certificate (in case of Uttarakhand State) : Yes/No
- 5) Certificate of Reserved Category (in case of claim) : Yes/No
- 6) Experience Certificate (in any) : Yes/No

Countersigned by employer (If serving in Government/PSU)