



APPLICATION FOR THE POST OF ACCOUNTANT

1.Name in full (Block Letters)		Paste recent Passport size photo																
2.Father's / Husband's Name																		
3.Gender (Tick the relevant box)	Male ☐ Female ☐ Third Gender ☐																	
4.Maritual Status (Tick the relevant box)	Married ☐ Unmarried ☐ Widow ☐																	
5.Nationality :		Religion :																
6. Caste and Subcaste : (Self attested copy of Caste Certificate to be enclosed)																		
7. a) Date of Birth : <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>D</td><td>D/</td><td>M</td><td>M/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Self attested copy of High School Certificate showing Date of Birth must be enclosed)										D	D/	M	M/	Y	Y	Y	Y	b) Age : (as on 01.02.2017)
D	D/	M	M/	Y	Y	Y	Y											
8.Full Postal Address with Mobile No. & email-id																		
a) Permanent Address: ----- ----- ----- Pincode: District:Mobile No:email-id:																		
b) Address for correspondence ----- ----- ----- Pincode: District:Mobile No:email-id:																		

9.a) Mother tongue : (Please mentioned if Tamil is not mother tongue)							
b) Second Language in School :							
10.EDUCATIONAL QUALIFICATION (Self attested copy of all Educational Qualifications to be enclosed)							
Sl.No.	Qualification	Register No.	Year of Passing	Marks, Grade obtained with class			Name of the Institution
				Grade	%	Class	
1.	SSLC / MATRIC						
2.	HSC						
11.UG/PG/ TECHNICAL QUALIFICATION (Self attested copy of Certificates as Proof)							
Sl.No.	Qualification	Register No.	Year of Passing	Marks, Grade obtained with class			Name of the Institution
				Grade	%	Class	
1.	Degree in Commerce						
2.	PG Diplomo in Computer						
3.	Tally ERP 9						
4.	Typewriting (English – Higher)						
5.	Typewriting (Tamil – Higher)						
12. Wheather Ex-servicemen : ☐ YES ☐ NO (If yes, enclosed self attested copy of certificate)							
13.Wheather Destitute Widow : ☐ YES ☐ NO (If yes, enclosed self attested copy of certificate)							
14.If candidate belonging to Differently abled persons : ☐ YES ☐ NO (If yes, enclosed self attested copy of certificate)							
15.APPLICATION FEES							
DD No.		Date	Name of the Bank & Branch			Amount	

Check list of Enclosures (Tick the relevant Column)					
Sl.No.	Documents		Yes	No	Not applicable
1.	Passport size photo (Colour) pasted on application form				
2.	Date of Birth (SSLC / Matric passed Certificates)				
3.	Educational/ Technical Qualifications	10th			
		HSC			
		Degree			
		PG Diploma			
		Tally ERP 9			
		Typing (English Higher)			
		Typing (Tamil Higher)			
4.	Community Certificate [SC(A)/SC/ST/MBC/BC/BC(M)/OC] – in prescribed proforma				
5.	Differently abled persons Certificate in prescribed proforma for Employment in State Government				
6.	Discharge Certificate (in case of Ex-servicemen)				
7.	Whether DD enclosed				
8.	Whether all above documents / certificates are self attested				

Signature of the Candidate

Date :

Place:

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect or ineligibility deducted before or after the written test / certificate verification or even after appointment, my candidature / appointment will stand automatically cancelled.

Signature of the Candidate

Date :