



GIRI INSTITUTE OF DEVELOPMENT STUDIES

Sector-O, Aliganj, Lucknow - 226 024

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No.2-Adm./2016

16th December 2016

Applications are invited for the post of **Accounts Officer** on regular basis in the pay band of Rs.9300-34800 with grade pay of Rs.4600/- at the Institute, below the age of 50 years as on 31.12.2016 (initial pay negotiable). The appointee will be confirmed on the post after completion of one year probation period, subject to satisfactory work performance.

Educational Qualifications:

1. Chartered Accountant with 5 years of working experience, Or First Class/high second class M.Com./Master in Finance & Control other equivalent qualifications, with at least 5 years working experience of accounts in reputed Institutions/PSU/any other organizations preferably educational institutions/universities, Or 10 years experience as Accountant.
2. Retired Govt. Officials may also apply and they can be appointed on contractual basis, if they possess the requisite qualifications for the above post.
3. The candidates working in Institutions/PSU/Govt. organization may also apply on deputation through proper channel.

Application giving full details of qualification and experience should reach the undersigned at the above address latest by 12.01.2017.

(Last date extended up to 21.01.2017)

Note: *Institute reserves the right to call candidates as deemed appropriate and suspend/cancel the selection process without assigning any reason.*

Prof. Surinder Kumar
Director



**GIRI INSTITUTE OF DEVELOPMENT STUDIES,
Sector-O, Aliganj, Lucknow -226024, Uttar Pradesh**

APPLICATION FORM FOR ACCOUNTS OFFICER

Advt. No.:

Post Applied for

1. Name :
2. Father's/ Husband Name :
3. Date of Birth :
4. Gender :
5. Category (UR/OBC/SC/ST) :

Paste here
recent passport
size
photographs
(not later than 6
months)

6. Academic/Technical Qualifications:

Examination/ Degree	Board/University/ Organization	Subjects/ Specialization	Year of Passing	Division/Marks in %, OGPA/Grade
High School				
Intermediate				
Bachelor's degree				
.....				
.....				
Diploma/Technical qualification				

7. Details of work Experience:

Name of organization	Designation/ nature of duty	Length of experience in years	Area of experience	Period of service	
				From	To

8. Any other qualification/skill which is suitable for post applied

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9. Present Address:

.....
.....

10. Permanent Address:

.....
.....

11. Contact

Mobile number :

Phone number :

Email I.D. :

12. Any Other Relevant Information: (Attach separate sheet if require)

DECLARATION

I solemnly declare that all the statements made in this application are true, completed and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected.

Place:

Signature of Applicant

Date:

FORWARDING LETTER FROM THE PRESENT EMPLOYER (Should be signed by the Head of the Institution or competent authority)

Forwarded with the remark that the applicant Dr./Mr./Mrs/Ms. _____, has been working in this organization in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Giri Institute of Development Studies, Lucknow. He/she will be given due leave if selected.

Place
Date:

(Signature of the forwarding officer)
Name: _____