



Advertisement No.Estt./FAO/08/U/1525

Dated : 25th September, 2008

Last Date for Submission of Application Form: 25th October, 2008

Date of Interview : Friday the 7th November, 2008 at 11.00 A.M.

Important Note : The Application Form available on the University Website should not be changed in any manner.

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

**Application Form for the post of
Finance & Accounts Officer**

Paste recent
Photograph

1. Name in Full : _____
(Surname first, fill in capital letters)

2. Full Address on which communications to be sent: _____

Phone No. (R) _____ (O) _____ Mobile : _____

Fax No. _____ E Mail : _____

3. Permanent Address : _____

4. Nationality : _____ Caste _____ Category _____

5. (a) Date of Birth : _____
[Mentioned as per school leaving certificate / S.S.C. Certificate (Attach True Copy)]

(b) Present Age :

Years	Months	Days

6. **Registration Fee : Rs.** _____ **D.D. No.** _____ **Date :** _____
Name of the Bank : _____
(Draft drawn on Nationalized Bank payable at Nagpur and put your name & address behind the D.D.)

7. **Details of present employment :**

(a) Name of Employer : _____

(b) Post held : _____

(c) Whether permanent, temporary or on probation : _____

(d) Basic pay with pay-scale : _____

(e) Special allowances, if any : _____

: 2 :

8. Academic record from S.S.C onwards (University Degrees, Diplomas, Certificates etc. (Attach attested xerox copies of mark-sheets, certificates etc.)

Examination	Year of Passing	Name of Board / University	Division	% of Marks obtained	Subjects offered (Specialization, if any)

9. Particulars of employment as a full time teacher in the college/University.
(Attach attested xerox copies of certificates and Service book issued by employer)

(A)

Name of the Institution / University	Post held with pay scale	Requisite qualification at the time of appointment as per UGC/ State Govt.	Teaching experience in years			
			Under graduate		Post graduate	
			From	To	From	To

(B)

Sr. No.	Post	Teaching Experience	
		Years	Months
i)	Lecturer		
ii)	Lecturer (Sr. Scale)		
iii)	Lecturer (Selection Grade)		
iv)	Reader / Asstt. Professor		
v)	Professor		
Total			

: 4 :

14. Name and addresses of two referees who are not in relation of the applicant and are not connected with R.T.M. Nagpur University, Nagpur.

1.	
2.	

List of enclosures :

1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

NOTE : - Candidate may furnish additional information including publications, fellowship and membership of learned societies, experience of guiding research, research experience, extra-curricular activities, if any , in his biodata to be attached herewith.

Dated : _____

(Signature of the applicant)

Name in Block Letters : _____

DECLARATION

I declare that the entries made in the form are true and correct to the best of my knowledge and belief, and I shall be responsible for incorrectness of information, if any, found subsequently.

Dated : _____

(Signature of the applicant)

: 5 :

Remarks of the present employer

(In case of persons already in services)

Shri / Smt. Dr. _____ is holding a permanent / temporary post of _____ in the scale of Rs. _____ and his/her present basic pay is Rs. _____ per month. Application is forwarded and he / she will be relieved in case if he / she is selected for the post applied for.

Dated : _____

Signature
(Designation & Office Seal)
