** NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**

**(ESTABLISHED BY ASSAM ACT NO. XXV OF 2009)**

**NEJOTI BUILDING, BHOLANATH MANDIR PATH, ULUBARI**

**GUWAHATI - 781 007, ASSAM (INDIA)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM FOR ACCOUNTANT AND OFFICE ASSISTANT** | | | | | | | | | | | | | | | |
| **ADVERTISEMENT PUBLISHED IN ………….…………………………**  **DATED………………………………….** | | | | | | | | **FORM NUMBER**  (FOR OFFICE USE ONLY)  **…………………...** | | | **PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH HERE** | | | | |
| 1. **NAME OF THE POST APPLIED FOR** | | |  | | | | | | | | | | | | |
| 1. **PERSONAL DETAILS** | | | | | | | | | | | | | | | |
| A. | NAME  (IN CAPITAL LETTERS) | FIRST NAME | | | | | MIDDLE NAME | | | | | | SURNAME | | |
|  | | | |  | | | | | |  | | | |
| B. | DATE OF BIRTH | DAY | | MONTH | | YEAR | | | AGE AS ON DATE | | | | | YEAR | MONTH |
|  | |  | |  | | |  |  |
| C. | PLACE OF BIRTH | CITY / VILLAGE | | | | | | | STATE | | | | | COUNTRY | |
|  | | | | | | |  | | | | |  | |
| D. | FATHER’S NAME |  | | | | | | | | | | | | | |
| E. | MOTHER’S NAME |  | | | | | | | | | | | | | |
| F. | NATIONALITY |  | | | | | | | | | | | | | |
| G. | GENDER | MALE / FEMALE / OTHER: | | | | | | | | | | | | | |
| H. | COMMUNITY/CATEGORY  (TICK WHICHEVER IS APPLICABLE) | GEN / SC / ST(P) / ST(H) / OBC / MOBC / PC / WOMEN /  EX-SERVICEMAN / OTHER CATEGORIES  IF OTHER CATEGORY:- GIVE DETAILS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (ATTACH RELEVANT CERTIFICATES AS PROOF) | | | | | | | | | | | | | |
| I. | MARITAL STATUS | 1. MARRIED / UNMARRIED 2. IF MARRIED, NAME OF SPOUSE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| J. | IF SPECIALLY ABLED, INDICATE THE RELEVANT PARTICULARS | | | | IF APPLICABLE,  WRITE ‘YES’ | | | | | PERCENTAGE OF DISABILITY | | | | | |
| 1. BLINDNESS OR LOW VISION | | | | |  | | | | |  | | | | | |
| 1. HEARING IMPAIRMENT | | | | |  | | | | |  | | | | | |
| 1. LOCOMOTOR DISABILITY OR CEREBRAL PALSY (INCLUDES ALL CASES OF ORTHOPAEDICALLY HANDICAPPED) | | | | |  | | | | |  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **EDUCATIONAL QUALIFICATIONS (ATTACH ADDITIONAL PAGES, IF REQUIRED)** | | | | | | | | |
|  | **NAME OF THE COURSE** | **NAME OF THE BOARD / UNIVERSITY** | **MONTH & YEAR PASSED** | **DIVISION** | **% OF MARKS** | **CGPA**  **(IF GRADING IS APPLICABLE)** | **SUBJECTS STUDIED** | **S.NO. OF PROOF ENCLOSED** |
| **(A)** | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** | **(G)** | **(H)** |
| 10TH CLASS/ EQUIVALENT |  |  |  |  |  |  |  |  |
| 10 + 2 / EQUIVALENT |  |  |  |  |  |  |  |  |
| BACHELOR’S  DEGREE |  |  |  |  |  |  |  |  |
| P.G. DIPLOMA |  |  |  |  |  |  |  |  |
| MASTER’S DEGREE |  |  |  |  |  |  |  |  |
| OTHERS |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **CHRONOLOGICAL LIST OF EXPERIENCE (INCLUDING CURRENT POSITION/ EMPLOYMENT)** | | | | | | |
| **DESIGNATION AND**  **SCALE OF PAY** | **NAME AND ADDRESS OF EMPLOYERS** | **PERIOD OF EXPERIENCE** | | | **NATURE OF WORK/DUTIES** | **S.NO. OF PROOF ENCLOSED** |
| **FROM**  **DATE** | **TO**  **DATE** | **NO. OF YEARS**  **/MONTHS**  (AS ON DATE OF ADVERTISEMENT) |
| **(A)** | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** | **(G)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **PRESENT POSITION (IF ANY)** | | | | | |
| **DESIGNATION** | **NAME OF THE ORGANIZATION** | **BASIC PAY**  **(`)** | **PAY SCALE**  **(`)** | **GROSS PAY /**  **TOTAL**  **SALARY P.M. (`)** | **REMARKS** |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **CANDIDATE’S NAME AND ADDRESS FOR CORRESPONDENCE** | | | | |
| **NAME** |  | | | |
| **COMPLETE ADDRESS WITH PIN CODE** | **MAILING ADDRESS** | | **PERMANENT ADDRESS** | |
|  | |  | |
| **E-MAIL** | **PHONE NO.**  (LANDLINE WITH STD CODE) | **MOBILE NO.** | | **FAX NO.** |
|  |  |  | |  |

|  |
| --- |
| **7. LIST OF SELF ATTESTED TESTIMONIALS ATTACHED (ORIGINAL TO BE PRODUCED AT THE TIME OF INTERVIEW). PLEASE TICK (√) THE RELEVANT ONES APPLICABLE** |

(a) MATRICULATION MARKSHEET / CERTIFICATE

(b) INTERMEDIATE MARKSHEET / CERTIFICATE

(c) B.A. / B.SC. / B.COM. (FINAL) MARKSHEET / DEGREE

(d) M.A. / M.SC. / M.COM. / M.B.A. (FINAL) MARKSHEET / DEGREE

(e) CASTE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY (SC / ST / OBC / MOBC ETC.)

(f) EXPERIENCE CERTIFICATE

(g) TECHNICAL / PROFESSIONAL EDUCATION CERTIFICATE

(h) DRIVING LICENCE

(i) OTHERS

TOTAL NUMBER OF ABOVE SELF ATTESTED TESTIMONIALS ATTACHED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (IN WORDS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** APPLICATIONS WITHOUT THE ABOVE SELF ATTESTED TESTIMONIALS (APPLICABLE TO THE CANDIDATE) WILL NOT BE ENTERTAINED.

|  |
| --- |
| **8. DECLARATION** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SON/DAUGHTER OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEREBY DECLARE THAT ALL THE STATEMENTS AND ENTRIES MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE OR INCORRECT OR INELIGIBILITY BEING DETECTED BEFORE OR AFTER THE SELECTION COMMITTEE, MY CANDIDATURE / APPOINTMENT MAY BE CANCELLED BY THE UNIVERSITY.  SIGNATURE OF THE APPLICANT  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*NAME AS SIGNED (IN BLOCK LETTER  \*APPLICATION NOT SIGNED BY THE CANDIDATE LIABLE TO THE REJECTED |

|  |
| --- |
| **9. ENDORSEMENT BY THE EMPLOYER (WORKING CANDIDATES ONLY)** |
| (THE ENDORSEMENT BELOW IS TO BE SIGNED AND FORWARDED BY THE HEAD OF THE DEPARTMENT / EMPLOYER OF THE ORGANIZATION / INSTITUTION IN THE CASE OF THE IN-SERVICE CANDIDATE WHETHER IN PERMANENT / CONTACT OR TEMPORARY CAPACITY  **FORWARDED TO THE NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM, NEJOTI BUILDING, BHOLANATH MANDIR PATH, B.K. KAKATI ROAD, ULUBARI, GUWAHATI - 781 007, ASSAM (INDIA)**  THE APPLICANT DR./MR./MRS/MS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, WHO HAS SUBMITTED THIS APPLICATION FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM HAS BEEN WORKING IN THIS ORGANIZATION NAMELY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN A TEMPORARY / CONTRACT / PERMANENT CAPACITY WITH EFFECT FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE SCALE OF PAY  FOR ` \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. HE/SHE IS DRAWING A BASIC PAY OF ` \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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 NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM.  **(SIGNATURE OF THE FORWARDING OFFICER)**  **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SEAL**  **PLACE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |