

PROFORMA FOR THE POST OF ACCOUNTANT

1.	Name and Address (In Block Letters)		
2.	Date of Birth		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	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)		
		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
	Essential	(1)	
		(2)	
		(3)	
		(4)	
	Desirable	(1)	
		(2)	
		(3)	
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post		

7. Details of Employment, in chronological order, enclose a separate sheet duly Authenticated if the space below is insufficient.

Office/Institution	Post held	From	To	Level of pay as per VII CPC	Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9.	In case the present employment is held on deputation/contract basis, please state-				
	The date of initial appointment				
	Period of appointment on deputation/contract				
	Name of the parent office/organization to which you belong				
10	Additional details about present employment. Please state whether working under (Indicate the name of your employer against the relevant column) All India service. Central Group 'B' service, autonomous/statutory organizations, recognized research Institutions.				
11	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and				

	also indicate the pre revised scale.			
12	Total emoluments per month now draw			
13	Additional information, if any, which you would like to mention in support of yours suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
14	Whether belongs to SC/ST			
15	Remarks (The candidate may indicate information with regard to (i) Award/Scholarship/Official Appreciation and (ii) any other information. (Note: Enclose a separate sheet if the space is insufficient)			

I have carefully gone through the vacancy circular/advertisement, I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....
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Date.....

Countersigned.....

Name, Designation & Rubber Stamp of officer certifying the above particulars.