

**UNIVERSITY INSTITUTE OF TECHNOLOGY  
THE UNIVERSITY OF BURDWAN**



Application Form for the post of *Account Officer*  
(To be filled in by the candidate in his/her own handwriting)

Affix self attested  
recent passport  
size Photograph

**To**  
**Teacher- in- Charge**  
**University Institute of Technology**  
**The University of Burdwan**  
**Golapbag(North), Burdwan 713 104**

**Ref : Adv./Notification No .....dated.....**

Sir,  
I beg to apply for the post of..... in terms of your above Notification  
/Advertisement. The requisite particulars are given below:

1. Name in full (in block letters) : .....
2. (a) Father's / Husband's Name : .....
- (b) Mother's Name : .....
- (c) Phone/Mobile No. : .....
- (d) e-mail : .....
3. Postal address in full : .....
- (Communication) : .....
4. Permanent address : .....
5. Date of Birth (in Christian era) : .....
- (Age on the date of application)

6. Educational Qualifications :

Examination Passed	University/ Board	Qualifications (Exam)	Main Subjects	Division/ Grade or Class	% of Marks	Year of passing
Madhyamik or its equivalent						
H.S. or its equivalent						
BA/B.Sc./B.Com or its equivalent						
MA/M.Sc./M.Com or its equivalent						
Others, if any						

7. Professional Qualifications :.....

8. Particulars of technical/ teaching or administrative experience and present employment

Name of Institution served & position held	Period	Scale of pay, basic other allowances to be shown separately

9. Any other qualification : (Typed copies of their qualifications, publication of research work or other data may be furnished, if the space provided is found to be insufficient)

10. Extra curricular activities, if any :.....  
.....  
.....

11. Whether **SC/ST/OBC**  
**/Physically Handicapped** :.....  
[if yes furnish necessary document(s)]

12. Religion :.....

13. Marital status :.....

14. Nationality :.....

15. If appointed, what notice would be required before joining the post :.....

16. Documents and attested copies  
of Certificates, Diploma Degree etc.

- (1) .....
- (2) .....
- (3) .....
- (4) .....
- (5) .....
- (6) .....

17. Additional Information, if any,  
relevant to the suitability of the post  
applied for (A separate sheet may be  
attached, if needed)

.....  
.....  
.....  
.....  
.....

**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

**Date:**.....

(Signature of the candidate in full)

**UNIVERSITY INSTITUTE OF TECHNOLOGY  
THE UNIVERSITY OF BURDWAN**



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Advt. No.....

Date .....

**PARTICULARS OF CANDIDATES FOR THE POST OF .....  
IN THE UNIVERSITY INSTITUTE OF TECHNOLOGY, THE UNIVERSITY OF BURDWAN**

1. Name in full (in block letters) : .....

2. Present address : .....  
(Communication) .....

3. Permanent address : .....  
.....

4. Date of Birth (in Christian era) : .....

5. Educational Qualifications :

Examination Passed	University/ Board	Division/ Grade or Class	% of Marks	Year of passing
Madhyamik or its equivalent				
H.S. or its equivalent				
BA/B.Sc./B.Com or its equivalent				
MA/M.Sc./M.Com or its equivalent				
Others, if any				

6. Any other information : .....  
(e.g. prizes or medals obtained from the University) .....

7. Professional Qualifications : .....

8. Present Employment  
(i) Employer : .....

(ii) Designation held : .....

(iii) Present basic pay with scale of pay : .....

9. Other emoluments, if any : .....

10. Minimum basic pay acceptable, if selected.....

**Signature in full of the applicant**