



**NATIONAL UNIVERSITY OF
EDUCATIONAL PLANNING AND ADMINISTRATION**

17-B, SRI AUROBINDO MARG, NEW DELHI – 110016
(Declared by the GOI under Section 3 of the UGC Act, 1956)

Employment Notification for the Post of Finance Officer

Paste your
recent passport size
photograph here duly
attested

**Registration
Number**
(For Office use
only)

(1) Bank payment details :

DD Number	Date	Amount	Name of the issuing Bank and Branch

(2) Name of the post applied for

Personal details :

**Proof encl.
sl. no. :**

3)	Candidate's full name (including Surname / Family name) (in Capital Letters)					
4)	Date of birth (Day / Month / Year)	Day	Month	Year	Age: (years)	
5)	Father's name					
6)	Nationality					
7)	Gender (Male / Female)					
8)	Married/Unmarried					
9)	Community (SC / ST / OBC / Ex- service man)					

10) Candidate's Name & Address for Correspondence :

	Mailing address	Permanent address
Name		
Address with PIN CODE		
Email:		
Phone No. (Landline, with STD code)		
Mobile No.		
Fax No.		

		If applicable, write 'yes'	Percentage of disability
11)	Are you Physically Handicapped?	(a) Blindness or low vision :	
	If yes, indicate the particulars :	(b) Hearing impairment	
		(c) Locomotor disability or cerebral palsy <i>(Includes all cases of Orthopaedically handicapped)</i>	

12). Educational Qualifications

	Name of the Exam passed / Main subject	Name of the Board / University	Month & Year passed	Class	% of Marks	CGPA (if grading is applicable)	Subjects studied	Proof Encl. No.
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Intermediate / equivalent								
Bachelor's degree								
Master's degree								
M.Phil. / equivalent								
Ph.D.								
Others								
Indicate whether Ph.D. degree has been awarded : Yes /No					Yes √			
NET qualification, if any.								

13. Experience (Including present position/employment)

Designation & scale of pay	University / Institution	Period of Experience			Nature of work/duties performed/ being performed	Proof encl. sl. no.
		From date	To date	No. of years / months / days (Convert 12 months into 1 year, 30 days into 1 month)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

14) Academic distinctions :

Name of the Academic Course	Academic distinction obtained	Proof encl. no.

15) Publications, if any

Publications	Published (No.)	Accepted / In print (No.)	Communicated to Publishers [other than b & c] (No.)	Proof encl. no.
(a)	(b)	(c)	(d)	(e)
Books				
Research Publications				
Other Publications				

**16) Seminars / Conferences / Workshops/
Training Programmes etc.**

	In India (No.)	Abroad (No.)	Total (No.)	Proof encl. sl. no.
Attended				

**17) Names & complete postal addresses of 3 referees : (Not in relation with
the Candidate)**

Email:	Email:	Email:
Phone (Landline) with STD Code:	Phone (Landline) with STD code:	Phone (Landline) with STD code:
Mobile Ph:	Mobile Ph:	Mobile Ph:
Fax:	Fax:	Fax:

18) Present position :

Present Post	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay /Total Salary p.m. (Rs.)	Increment date Date/Month/ Year	Proof encl. no.

19) Indicate the time you will require to join, if selected :**20) Any other Information you like to submit:**

21) Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date : _____

Signature of the applicant

Continued for *Endorsement by the Employer*

(22) Endorsement by the EMPLOYER

(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 or temporary capacity)

Forwarded to the National University of Educational Planning and Administration, New Delhi-110016, India:

The applicant Dr./Mr./Mrs./Ms. _____,
who has submitted this application for the post of _____ in
the National University of Educational Planning and Administration, New Delhi-110016 has
been working in this organization namely _____ in the post of
_____ in a temporary / 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 National University of Educational Planning and Administration.

CERTIFICATE: (To be filled up by the Head of Organization/Institution of the applicant is currently employed)

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance/disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is certified.

Signature
(Head of the Institution
Organization with seal)
Designation
Address
.....
.....
.....
Pin Code No.
Telephone No.

File No.
Date: