

# APPOINTMENTS - 2017

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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited  
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## **APPLICATION FORM FOR THE POST OF FINANCE OFFICER**

**For office use only**  
Sl. NO :  
Date :

(Application should be complete in all respects, Incomplete applications will not be considered)

Please affix recent  
Passport size  
Photograph

### **A) PERSONAL DATA**

Email id: .....

1. Name in full (in block letters) Mr./Mrs./Ms/ Dr.....
2. Father/Spouse Name .....
3. Marital Status Married / Single Gender: Male/Female/Transgender
4. Telephone No. (L) STD Code:  
(M)
5. Mailing Address (In block letters)  
.....  
.....Pin Code .....
- Permanent Address (in block letters)  
.....  
.....Pin Code .....
6. Date of Birth /Age ..... 7. Religion ..... 8. Caste .....

OC/BC/MBC/SC/ST (Certificate to be enclosed)

### **B) ACADEMIC QUALIFICATIONS**

9. Start with your highest qualification (Enclose copies of Certificates)

Sl.No.	Name and address of Institution/College / School	University\Board	Degree / Diploma*	Specialization	Percentage/ Class / Rank /	Year of Passing

\* State whether Part Time (P) Full Time (F) Correspondence (C)

**C) PROFESSIONAL INFORMATION**

10. PREVIOUS EXPERIENCE (Enclose copies of Certificates)

Name of Institution & Place	Duration		Designation	Reasons for Leaving	Last pay drawn with total emoluments
	From	To			

11. TOTAL EXPERIENCE:            Years: \_\_\_\_\_ Months \_\_\_\_\_

12. If the applicant is a differently abled person, furnish details of disability \_\_\_\_\_  
(Enclose disability certificate)

13. AWARDS AND RECOGNITIONS

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

14. PUBLICATIONS/BOOKS

Kindly furnish list of Papers/Reports/Articles published by you. (Use additional sheets, if necessary)

- a) \_\_\_\_\_
- b) \_\_\_\_\_

15. Have you traveled abroad for training or studies? YES/NO (if yes furnish details)

\_\_\_\_\_

\_\_\_\_\_

16. Are you a member of any Professional Body / Institute / Society? YES/NO (if yes furnish details)

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**D) REFERENCES**

17. Please give the names of three references acquainted with your attainments, who are not related to you.

Sl. No.	Name	Designation	Address	Phone	E- mail

**E) Any other information relevant to your application, which you may like to give in support can be enclosed.**

18. Whether a DD for Rs.500/- is enclosed as processing fee?

Yes

Bank :  
D.D. No.:  
Date :

I hereby certify that the above information furnished by me is true and that I agree to appear for an interview/test if required to do so.

Date:

**SIGNATURE**

1. Application shortlisted will only be called for interview.
2. The University reserves the right to fill or not to fill up the post, without assigning any reason what so ever.
3. Persons currently working in Government Department / Institutions can also apply for recruitment on deputation basis through proper channel.
4. The processing fee Rs.500/- will not be refunded.
5. Application for the post which is not advertised and the receipt of application after the due date will not be entertained.