



RECENT
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THE APPLICANT

**APPLICATION FORM FOR THE POST OF
FINANCE OFFICER**

I. Employment Notification No & date: 52/2018 dated: 18.09.2018.

II. Mode of appointment applied for : Direct recruitment on tenure basis

Deputation basis

Re-employment

III. Fee particulars:

DD Number	Date	Amount	Name of the Bank	DD issuing Branch & Address

IV. Personal Details of the candidate:

- Name: _____
(IN CAPITAL LETTERS)
- Parent's Name (a) Father _____
(b) Mother _____
- Husband's Name (in case of married Women) _____
- Date of Birth: Day _____ Month _____ Year _____
(As recorded in Matriculation or equivalent certificate, enclose the certificate)
- Age (as on the last date receipt of application) _____ years _____ months
- Nationality _____
- Gender: Male / Female
- Category: General/SC/ST/OBC/ PwD/XSM (tick whichever is applicable)

IV. Educational Qualifications:

Exam Passed	Name of the Board / University	Month & Year passed	Class / Divn/ Merit	Marks		% of Marks	CGPA (If grading system is applicable)	Subject studied	Encl. No. of Proof enclosed
				Obtai- ned	Out of				
10 th Class or Equivalent									
Intermediate or Equivalent									
Bachelor's degree (Give name)									
Master's degree (Give name)									
M.Phil/Ph.D.									
Any other Degree/ Diploma (Give name)									
Professional Qualifications									

V. Details of Experience in chronological order:

Name of the Organization/ Dept./ University	Designation	Core pay scale & nature of appointment	Period of Service			Nature of work/duties attached to the post	Encl. No. of proof enclosed.
			From	To	No. of years & months		

VI. Any other details:

VII. Name & Address with phone numbers of two responsible persons not related to you to whom a reference can be made about your professional attainment:

1. _____

2. _____

VIII. State whether you have been at any time (a) dismissed, removed, terminated or debarred from Service as punitive action or (b) convicted by a Criminal Court.

(Please tick YES/ NO)

IX. State how you satisfy the requirements of the advertisement in respect of qualifications and experience prescribed for the post (a separate sheet not more than 300 words may be attached.)

X. Candidate Name & Address:

Mailing Address (Name & Address with PIN Code)		Permanent Address (Name & Address with PIN Code)			
# E mail:					
Mobile No.					
Alternate Mobile No.					

Most of the communication will be received by the candidate by email.

XI. Declaration:

I hereby declare that all the details given by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage at the time of selection or after joining the service at MANUU, my candidature/services are liable to be rejected during the selection process or terminated summarily without assigning any reason thereof.

Place : _____

Date: _____

Signature of the Applicant

XII. 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 in-service candidate whether in permanent or temporary capacity.

Forwarded to Maulana Azad National Urdu University, Gachibowli, Hyderabad.

The applicant Dr./Mr./Mrs./ Ms. _____

who has submitted this application for the post of _____ in the

Maulana Azad National Urdu University has been working in this organization namely

_____ in the post of _____ in

the temporary /permanent capacity since _____ in the Pay Scale /Pay Band &

GP. 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 Maulana Azad National Urdu University.

Signature of the forwarding officer

Name: _____

Designation: _____

SEAL

Place: _____

Date: _____

ACKNOWLEDGEMENT

Received an application from Dr./Mr./Mrs./Ms. _____
for the post of _____ in response to the
Employment Notification No.52/2018, dated 18.09.2018 along with a D.D bearing No.
_____ dated _____ for Rs. _____
drawn on Bank _____

Date : _____

Signature of the Receiver
ER-I Section, MANUU, Hyderabad

Note: Applications by-hand shall be accepted by the ER-I Section, MANUU in all working days from 9.30 a.m. to 5.00 p.m.