 **YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK**

**Application Form for the post Finance Officer**

Advt No. YCMOU/Est/2022/07 Dated - 05/01/2022

D.D. to be enclosed for Open Category Rs.500 and Reserved Category Rs.250

D.D. No. \_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To,

The Registrar,

Yashwantrao Chavan Maharashtra Open University,

Dnyangangotri, Gangapur Road,

Nashik 422 222

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Sub : Application for the post of **FINANCE OFFICER**

**1.** Name in full (in BLOCK letters)

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|  | Surname |  |  |  |  |  |  |  |  |  |  |  |
| Shri/ Smt / Ku / Dr | First Name |  |  |  |  |  |  |  |  |  |  |  |
|  | Middle Name |  |  |  |  |  |  |  |  |  |  |  |

**2.** Current Postal address (In Block letter)

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| PIN |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Email ID  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile Number |  |  |  |  |  |  |  |  |  |  |
| Date of Birth (DD/MM/YYYY) |  |  | / |  |  | / |  |  |  |  |
| Age |  |  | Years |  |  | Months |  |  | Days |
| Nationality |  |  |  |  |  |  |
| Male/Female/Other |  |  |  |  |  |  |

3. Tick the correct category

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Caste Category | S.C. | S.T. | V.J.(A) | N.T. | S.B.C. | O.B.C. | OPEN |
|  |  |  | B | C | D |  |  |  |

**4.** Details of Damand Draft : D D NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

 Amount Rs.\_\_\_\_\_\_\_\_\_\_\_\_Name of Bank : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** Educational Qualifications:

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| --- | --- | --- | --- | --- | --- | --- |
| Examination | University/Board | Month and Year of Passing | Subject | % if Marks | Class/ Division | Attach. Document No. |
| Graduate |  |  |  |  |  | 5.1 |
| Post-Graduate |  |  |  |  |  | 5.2 |
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6. Teaching Experience of Private / Unaided Service (Attach attested copies of University approval/experience certificate from Competent Authority)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Institution/ Organisation | Position Held | Pay Scale | Basic Pay | Period | Total Years/Month | Period of University Approval | Attached Document No. |
| From | To | From | To | Total Years/ Month |
|  |  |  |  |  |  |  |  |  |  |  | 6.1 |
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|  |  |  |  |  |  |  |  |  |  |  | 6.3 |
|  |  |  |  |  |  |  |  |  |  |  | 6.4 |
|  |  |  |  |  |  |  |  |  |  |  | 6.5 |
|  |  |  |  |  |  |  |  |  |  |  | 6.6 |

7. Teaching Experience of Government / Aided Service (Attach relevant document for experience)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Institution/ Organisation | Position Held | Pay Scale | Basic Pay | Period | Total Years/Month | Attached Document No. |
| From | To |
|  |  |  |  |  |  |  |  | 7.1 |
|  |  |  |  |  |  |  |  | 7.2 |
|  |  |  |  |  |  |  |  | 7.3 |
|  |  |  |  |  |  |  |  | 7.4 |
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|  |  |  |  |  |  |  |  | 7.6 |
|  |  |  |  |  |  |  |  | 7.7 |

8. Experience on Academic Administration / Adminstration (Attach relevant document for experience)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Institution/ Organisation | Position Held | Pay Scale | Basic Pay | Period | Total Years/Month | Attached Document No. |
| From | To |
|  |  |  |  |  |  |  |  | 8.1 |
|  |  |  |  |  |  |  |  | 8.2 |
|  |  |  |  |  |  |  |  | 8.3 |
|  |  |  |  |  |  |  |  | 8.4 |
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|  |  |  |  |  |  |  |  | 8.9 |
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09. Positions with Pay Scale detail

13. (a) Present position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Name of Institution / Organization where employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c ) Salary :

Pay Rs.\_\_\_\_\_\_\_\_\_\_\_\_ in the pay-scale (pay band/Pay Matrix) of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.A. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H.R.A. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.L.A. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allowance, if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach Last Pay Certificate with self attested)

(d) Date of appointment on present position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Other Achievements/ Awards/ Appreciation letters etc

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11. List the Membership of various National/International Academic / Non—Academic bodies

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12. Publications (Preferred related to the work of the post applied)

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13. Patents, if any

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14 Documents (Self Attested photo copies) attached

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| --- | --- | --- | --- |
| 1 |  | 2 |  |
| 3 |  | 4 |  |
| 5 |  | 6 |  |
| 7 |  | 8 |  |
| 9 |  | 10 |  |
| 11 |  | 12 |  |
| 13 |  | 14 |  |
| 15 |  | 16 |  |

15. Names and addresses of not more than two persons to whom references may be made

 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found false, incomplete or incorrect, my candidature /appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :

Date : (Signature of Candidate with Name)

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If employed the application should be forwarded through proper channel

**Application of Shri/ Smt ……………………………………………………..…..for the post of ……………………………………. Is Forwarded through proper channel.**

Place: Seal **Signature**

Date:  **(Competent Authority**)

CERTIFICATE

I, Shri/Smt/Kum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have applied for the post of ……………………………………..

I state that I am neither convicted nor any criminal case, departmental enquiry or disciplinary action is pending against me.

In case any false information is detected, I understand that my application is liable to be rejected or the appointment made would stand terminated.

Place :

Date : **(Signature of the Candidate)**

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(Government of Maharashtra Gazette, March, 28, 2005 ,Form – A (See Rule -4)

Declaration

I, Shri/Smt/Kum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Son/daughter/wife of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age \_\_\_\_\_\_\_\_ years, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby declare as follows :

That I have filled my application for the post of ………………………………………………………..

I have ……………. (Number) living children as on today. Out of which ……….. no. of children born after

28th March, 2005 is ……………….

(Mention dates of birth, if any)

I am aware that if any total number of living children are more than two due to children born after 28th March, 2005, I am liable to be disqualified for the same post.

Place :

Date : Signature

**No Objection Certificate**

(To be signed and forwarded by the present employer)

**Forwarded To,**

The Registrar,

Yashwantrao Chavan Maharashtra Open University,

Dnyangangotri, Goverdhan, Near Gangapur Dam,

Nashik – 422 222

 The applicant Dr/Shri./Smt. …………………………………………………………………………………. who has submitted this application for the post of ……………………………………………………………………….. in the Yashwantrao Chavan Maharashtra Open University, Nashik, has been working in ………………………………………………………….. on the post of …………………………………………………………………………………. in a temporary / permanent capacity with effect from ……………………………… in the scale of pay / Pay Band with Grade Pay / Matrix Pay ………………………………………………... His or her next increment is due on …………………….

 This organization/ Institute has no objection on his application for above post.

Place :

Date : **Signature of the forwarding authority**

**(Name and designation)**

Office Seal