



**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)	Whether belonging to SC/ST/OBC/P.W.D.					

10) Candidate's Name & Address for Correspondence :

	Mailing address (with Pin Code)	Permanent address
Name		
Address with PINCODE		
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 imparement	
		c) Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped)	

12). Educational Qualifications (Enclose separate Sheets , if required)

	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								

13. Experiences

Designation and scale of pay	Name & Address of employer	Period of Experience			Nature of work / duties performed	Proof encl. sl. No.
		From	To	No. of years / months		

14. Present position:

Present post	Name & Address of employer	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (dd/mm/yy)	Proof encl. sl. No.

15) Indicate the time you will require to join, if selected :

16) Any other Information you like to submit:

17) Declaration

I hereby declare that all the entries made by me in this application are true 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 candidate

(18) 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 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 **FINANCE OFFICER** in the National University of Educational Planning and Administration, New Delhi-110016 has been working in this organization namely _____ in the post _____ 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 _____.

The facts stated by him/her in the application are correct and verified.

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 for recruitment of tenure basis/deputation basis.

Copies of ACR/Appraisal Report of the above official for last five years are attached.

Signature

(Head of the Institution

Organization with seal)

Designation

Address

.....

.....

Pin Code No.

Telephone No.

File No.

Date: