

Application form for the post of Office Assistant (Accounts)

1.	Name						Latest Passport size photo
2.	Gender						
3.	Address						
4.	Date of Birth						
5.	Email ID						
6.	Mobile No.						
7.	Education Qualification (Starting with Graduation Degree)						
	Degree/ Diploma	University/ Institute	Specialization/ Subject	Year of Passing	Percentage/ CGPA	Enclose Certificate/ Degree	
a.							
b.							
8.	Employment Details						
	Company Name & Address	Job Title/ Position	Responsibilities/ Nature of Work	Last Salary Drawn (Annual)	Experience (Enclose Experience Certificate)	Reason for Leaving	
a.							
b.							
9.	Any other relevant information that you like to add						

Declaration

- I know that the position being offered is not for a Government Service.
- I certify that the above information is true and complete to the best of my knowledge and belief.
- If this application leads to employment, I understand that false or misleading information given by me in my application or interview may result in disqualification of my candidature.

Signature with Date