

Govt. of Bihar

Department of Education, Bihar

New Secretariat, Bailey Road, Patna - 800001

APPLICATION FORM FOR FINANCIAL ADVISOR OF ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

Established by Government of Bihar under Bihar Act 24, 2008

APPLICATION FORM

| Application form for Non-Teaching Posts | | |
|---|---|---|
| Advertisement No..... | Registration Number (For Office use only) | Paste your recent passport size photograph here |

| 1. Details of application fee payment (if any) | | | | | | | |
|---|---|------------|--|--------------------------|---------------------------------|---------|-------------------------|
| DD Number | Date | Amount | Name of the Bank | DD Issuing branch's name | | | |
| | | | | | | | |
| 2. | Name of the post applied for | | | | | | |
| Personal Details | | | | | | | |
| 3. | Name (in Capital Letter) | First Name | | Middle Name | | Surname | |
| | | | | | | | |
| 4. | Date of Birth | Day | Month | Year | Age as on date of advertisement | Years | Month |
| | | | | | | | |
| 5. | Place of Birth | | | | | | |
| 6. | Father's Name | | | | | | |
| 7. | Mother's Name | | | | | | |
| 8. | Nationality | | | | | | |
| 9. | Gender | | | | | | |
| 10. | Marital Status | | a. Married/Unmarried b. If married, name of spouse _____ | | | | |
| 11. | Community/Category (delete the ones not applicable) | | Gen/SC/ST/OBC/Other Categories If other category:- Give Details _____ | | | | |
| 12. | If physically disabled, indicate the relevant particulars | | If, applicable Write 'yes' | | Percentage of disability | | S.no. of proof enclosed |
| a. Blindness or low vision : | | | | | | | |
| b. Hearing impairment | | | | | | | |
| c. Locomotor disability or cerebral palsy (Includes all cases of Orthopedically | | | | | | | |

13. Educational Qualifications (Attach additional pages, if required)

| | Name of the Course | Name of the Board/University | Month & Year passing | Division | % of Marks | CGPA (if grading is applicable) | Subjects Studied | S.No. of proof enclosed |
|-----------------------------------|--------------------|------------------------------|----------------------|----------|------------|---------------------------------|------------------|-------------------------|
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 10 th Class/Equivalent | | | | | | | | |
| 10+2/Equivalent | | | | | | | | |
| Bachelor's Degree | | | | | | | | |
| Master's Degree | | | | | | | | |
| Any other examination passed | | | | | | | | |

14. Chronological List of experience (Starting with the first appointment)

| Designation & scale of pay | Name & address of employers | Period of Experience | | | Nature of Work/Duties | S.No. of proof enclosed |
|--------------------------------|-------------------------------------|----------------------|---------|--|-----------------------|-------------------------|
| | | From date | To Date | No. of years/ months (As on date of advertisement) | | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 15. Total period of Experience | _____ Years _____ months _____ days | | | | | |

16. Present position details

| Designation | Name of the University/Institution | Basic Pay ₹ | Gross pay/Total Salary p.m ₹ | Increment date (Date/Month) | S.no. of Proof enclosed |
|-------------|------------------------------------|-------------|------------------------------|-----------------------------|-------------------------|
| | | | | | |

17. Any other information/qualification relevant to the post.

| 18. Candidate's Name & Address for Correspondence: | | | |
|--|---------------------------------------|-------------------|---------|
| | Mailing Address | Permanent Address | |
| Name | | | |
| Complete Address with pin code | | | |
| Email: | Phone No. (Landline with STD code) | Mobile No. | Fax No. |
| | | | |

19. List of self attested testimonials attached (original to be produced at the time of Interview). Please tick (✓) the ones applicable

- i. Matriculation marksheet/certificate
- ii. +2/Intermediate marksheet/certificate
- iii. B.A./B.Sc./B.Com(Final) marksheet/degree
- iv. M.A/M.Sc./M.Com marksheet/degree
- v. L.L.B marksheet/degree
- vi. L.L.M marksheet/degree
- vii. Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc.)
- viii. Experience certificate(s)
- ix. Recommendation letter(s)
- x. Any other degree or diploma
- xi. Award(s)
- xii.
- xiii.
- xiv.

Total Number of above self attested testimonials attached _____ (in words) _____

Note: Application without the above self attested testimonials (applicable to the candidate) will not be entertained

20. Declaration

I, _____ son/daughter of _____ hereby declare that all the entries made by me in this application are true, to the best of my knowledge and belief. No disciplinary/ vigilance case has ever been held or contemplated or is pending against me. If anything is found false or incorrect at any stage, my candidature/appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Date: _____

Name as signed(in BLOCK LETTERS)
Application not signed by the candidate
is liable to be rejected

21. 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 the in-service candidate whether in permanent/contact or temporary capacity)

Forwarded to the Aryabhata Knowledge University, Patna-1,India:

The applicant Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ in the Aryabhata Knowledge University, Patna, has been working in this organization namely _____ in the post of _____ in a temporary /contract/permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He/She is drawing 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 Aryabhata Knowledge University, Patna.

(Signature of the forwarding officer)

Name : _____
Designation : _____
Place : _____
Date : _____

Seal