**Proforma for application**

Recent Photograph

1. Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: (Last name): (Middle name): (First name):
3. Father’s name:
4. Date of Birth: Year \_\_\_\_\_\_\_\_\_\_ Month\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_
5. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Telephone: (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landline \_\_\_\_\_\_\_\_\_\_\_\_\_
8. Address for correspondence:
9. Academic / Professional Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Degree | University | Year of passing | Subjects | Grade | |
| Division | % marks |
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1. Employment details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Employer | | Details of assignment | | | | |
| Name | Address | Job description | Duration | Emoluments | | |
| Basic | Perk | Incentives |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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1. Present emoluments:
2. Work experience:
   1. Total work experience (mention years and months)
   2. Experience in accounting for non-profit organizations:
3. Experience in book-keeping (provide details):
4. Experience in preparing donor reports (provide details):
5. Experience in preparing TDS and EPF returns (provide details):
6. Experience in coordinating logistical arrangements for meetings and workshops (provide details :
7. Any other relevant information:
8. Referees (provide three):

|  |  |  |
| --- | --- | --- |
| Name | Contact details | Nature of relationship |
|  |  |  |
|  |  |  |
|  |  |  |

Signature of the applicant

Date and Place