



## ASSAM WOMEN'S UNIVERSITY ROWRIAH, JORHAT-04

(Established by an act XXII of 2013 of State Legislature of Assam as a State University vide Notification LGL. 149/2011/92 dated 21.08.2013)

### Application Form for the post of Accountant, Junior Accountant, Junior Administrative Assistant, Junior Assistant, Peon (select appropriate post)

Advertisement no with date: \_\_\_\_\_

Post applied for: \_\_\_\_\_

**Details of the fees Paid:**

Name of the Bank \_\_\_\_\_

Demad Draft No. \_\_\_\_\_

Amount Paid \_\_\_\_\_

Paste a  
passport size  
photo here

Please go through the instructions/conditions given below before filling the application form.

#### General Conditions/Instructions

1. Applicants should fill up the application form in her/his own handwriting/typed neatly and clearly.
2. Latest passport size photograph should be pasted at the specified page.
3. **Self attested photocopies of all relevant documents must be enclosed with the application form and have to be submitted in a single envelope.**
4. Applicant must mention the name of the post applied for on the top of the envelope submitting application.
5. **Incomplete application form without prescribed fees and without supporting document would be rejected.**
6. Non- refundable application fee of Rs. 500.00 (Rupees five hundred) for the post of Accountant, Junior Accountant, Junior Administrative Assistant, Junior Assistant, Peon (Rs. 250 (Rupees two hundred fifty) for SC/ST/PHD candidates only) in the shape of A/C payee Bank Draft of a Nationalized Bank drawn in favour of the "Registrar", AWU payable at Jorhat must be enclosed with the application.
7. Applications should be addressed to "**The Registrar, Assam Women's University, Rowriah, Jorhat-785004**", and have to be reached before **31<sup>st</sup> August, 2023**.

1.	Name in full (in Block letters)	:	
2.	Sex (Male/Female/Others)	:	
3.	Father's Name/Mother's Name	:	
4.	Date of birth (Day-month-year)	:	
5.	Age as on the last date of submission of application (dd/mm/yyyy) Enclose age proof certificate: Enclosure No. _____)	:	
6.	Permanent Address (Enclose PRC: Enclosure No. _____)	:	
7.	Full postal address for communication with pin code	:	
8.	Contact details:	Mobile No.	
		Tel. No. (with area code)	
		Fax No.	
		E-Mail ID	
9.	Are you a citizen of India? If so, is it by birth/domicile?	:	
10.	Do you belong to SC/ST/OBC/PH category (If yes, enclose certificate: (Enclosure No. _____)	:	
11.	Have you ever been employed by Govt. or other organizations? If so, in what position and for how long. (Enclose employers' certificate: (Enclosure No. _____)	:	
12.	Have you ever been convicted by a court of law for any offence? If so, details thereof	:	
13.	Have you ever been punished or debarred from services any organization? If so, details thereof	:	
14.	Whether any disciplinary case pending against you? If any major/minor penalty has been imposed on you.	:	

15. Academic qualification, beginning with 10<sup>th</sup> standard Examination (please enclose attested copies of Pass Certificate and Mark sheets/Grade Cards):

Sl. No.	Examination Passed	Year of passing	% of marks with Division/ Class or CGPA	School/ College	Board/ University	Subject taken

16. Which languages do you know?

Language	Proficiency attained*	Examination passed, if any

\*State whether you can speak, read or write.

17. Details of Proficiency in Computer:

18. Present occupation with designation, if any :

19. Previous appointment/work experience, if any :

Sl. No.	Post held	Employer/ Organization	Last pay drawn with pay scale	Period with date	Nature of duties in brief

20. Names and Addresses of Two Referees familiar with your academic work.

a) Name:  
Address:  
Phone No:  
Email:

b) Name:  
Address:  
Phone No:  
Email:

20. Details of enclosures:

Enclosure No.	Details

I hereby declare that the information given by me in this application is correct to the best of my knowledge and belief. In case of any false statement, I shall be liable to such action as the Authority may deem fit.

Date:

Signature of Applicant

Place:

## No Objection Certificate from present employer

Please indicate if NOC is not applicable: Yes/No

Forwarded with the remarks that the facts stated in the above application about Mr./Ms.....have been verified and found to be true and correct and the .....(institution/ organization) has no objection to the candidature of the applicant being considered for the post applied for.

**Place:**

**Date:**

**Signature & Seal of the Head of the Institution**

**Name:**

**Designation:**

**Address:**