**Indian Institute of Petroleum & Energy**

2nd Floor, AU Engineering College Main Block, Andhra University,
Visakhapatnam-530003, Andhra Pradesh, INDIA



|  |  |  |  |
| --- | --- | --- | --- |
| Advertisement No. | **IIPE/Recruit/NTS/OS/2023/01**  |  | Affix here recent passport size photograph |
| Post Applied for | **Accounts Executive** |  |
| Present position  |  |  |
|  |  |  |  |

**1. Candidate’s Full Name :**

|  |  |  |  |
| --- | --- | --- | --- |
|  **2.** | **Mother’s Name** | **:** |  |
|  |  |  |  |
|  **3.** | **Father’s Name** | **:** |  |

 (in Block Letters)

**4. Addresses:**

|  |
| --- |
| ***Address of correspondence (with Pin code):*** |
| **Mobile No.:** |  | **Email:** |
| ***Permanent Address (with Pin code):*** |
| **Alternate Mobile No.:** |  | **Alternate EMail:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | **Date of Birth****(As per Birth/ SSC Certificate)** | **:** |  |
| **6.** | **Age as on \_\_\_\_\_\_\_\_\_\_\_\_** | **:** |  \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ Days |
| **7.** | **Place of Birth** | **:** |  |
| **8.** | **Nationality** | **:** |  |
| **9.** | **Gender** | **:** |  |
| **10.** | **Marital Status** | **:** |  |
| **11.** | **In case of married woman, Name of the Husband** |  |  |

|  |  |
| --- | --- |
| **12.** | **Tick the appropriate box of the category to which you belong** |
| **SC** |  | **ST** |  | **PH** |  | **OBC** |  | **EWS** |  | **UR** |  |
| Please attach a suitable certificate in support of the claim from an appropriate government authority. |

**13. Languages Known**

(i) Speak : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Read : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iii) Write :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Academic Record starting with secondary education (Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th Standard/ Matriculation) examination. Please attach self attested copies of certificates and marks sheets)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination/ Degree/ Diploma passed** | **Name of the Board/ University/ Institution**  | **Subjects (Please mention field of specialisation, honours etc., where applicable** | **% of marks**  | **Class/ Division** | **Year of Passing** |
|  |  |  |  |  |  |
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**15. Specialization in Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**16. Present Employment: (Please attach relevant documents)**

|  |  |
| --- | --- |
| **Organization**  |  |
|  **Designation** |  |
| **Nature of Job** |  |
| **Date of joining** |  |
| **Scale of Pay (Rs).** |  |
| **Basic Pay (Rs.)** |  |
| **Total Emoluments****(Per month)(Rs.)** |  |

**17. Past Experience in chronological order (Please attach self-attested copies of relevant documents in support of your past experience (s))**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization** | **Position held** | **Date of joining** | **Date of leaving** | **Last Basic Pay** | **Scale of Pay** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**18. Total years of the experience after attaining essential qualification**

 I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this application as well as attached sheets are true to the best of my knowledge and belief. If any part of the information given is found to be false or incorrect, I shall forfeit the claim to the post and will be liable to the disciplinary action.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the applicant)

Date :

Place :