



S.N.D.T. WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, New Marine Lines, Mumbai -400 020.

Advertisement No. 02 /2022 Dated 28/04/2022

Affix Latest
Passport size
photograph with
self attestation

To,
The Registrar (Addl. Charge),
S.N.D.T. Women's University,
Mumbai - 400 020.

Sub : Application for the post of Finance and Accounts Officer

Madam,

I, hereby, submit my application for the post mentioned above, with the following details :-

1. Name in Full (in Capital Letters)

Shri. /Smt. _____

(Surname)

(Name)

(Father's Name)

In Devnagri _____

2. Postal Address in Full : _____

Phone No. with STD code : _____ Mobile No. _____

Email ID (Mandatory) : _____

3. Date of Birth :

d	d	m	m	y	y	y	y

4. Age :

5. Male / Female :

6. Whether Handicapped : Yes/No.

- Whether Sportsman : Yes/No

7. Category : (Tick (✓) in the appropriate box)

SC (1)	ST (2)	VJ(A) (3)	NT(B) (4)	NT(C) (5)	NT(D) (6)	OBC (7)	SBC (8)	UNRESERVED (9)

Caste : _____

Sub Caste : _____

8. (a) Nationality : _____

(b) Mother tongue : _____

9. Details of Demand Draft : DD. No. _____ Date : ___/ ___/ ____.

Amount Rs. _____ Name of Bank : _____

10. Languages Known (Please give details and in appropriate columns)

Mother-tongue	Read	Write	Speak
Other Languages 1.			
2.			
3.			

11. Educational Qualifications :

Examination Passed	University / Board	Month & Year of Passing	Subjects of Specialization	% of Marks	Class/Div/ Grade awarded

Thesis/Dissertation approved/submitted for M. Phil, Ph.D., etc.			
Sr. No.	Title of Thesis/Dissertation	Name of Guide	Year of approval / Submission
1.			
2.			
3.			
4.			
5.	Brief Description of research work done or directed (other than research undertaken during Post-Graduate Studies)		
	Publications		
6.	Articles		
7.	Research Papers		
8.	Books etc :		
9.	Additional remarks, if any, on any item considered relevant and important by the candidate but not include elsewhere		

12. Teaching/Technical/Professional/Administrative Experience :

Sr. No.	Name of Institution	Position Held	Nature of Appointment	Period		salary/ salary scale
				From	To	

Sr. No.	Present Position		
1.	Name of the Institution /Organization where working		
2.	Designation		
3.	Nature of appointment (Temporary/Permanent/Part-time/Full Time)		
4.	Date of appointment		
5.	Date of confirmation		
6.	Salary		
	Present Salary Scale/Pay Band with AGP		
	Present Basic Salary		
	Allowances		
	Total emoluments		
	Date of next increment		
	Amount of increment		

13. List the Membership of various National / International Academic / Non Academic bodies.

14.

Other Information		
	Name and address of two persons other than relatives, to whom reference can be made about work and character of the applicant (enclosed copies of certificate from them. One of the certificates should be from the last employer and if not employed from the Head of the Institution from where the candidate has passed the last examination.)	
Sr. No.	Name	Full Address
1 (a)		
1(b)		
2.	Date when you can join, if selected	
3.	Registration No. given by the Employment exchange, if registered with them	
4.	Have you any relative/s employed at the University or any of the Institutions concerned with University, if so give name of relative, name of the Institution/Department where he/she is working	

15. Any other information, which is not cover above.

16. Following documents are enclosed :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Place :

Date :

Name & Signature of the Candidate:

DECLARATION

I, hereby, declare that, all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that, in the event of any information being found false, incomplete, or incorrect, my candidature / appointment is liable to be cancelled / terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in University Advt. No. 02/2022 dated 28.04.2022 on the website of the University sndt.ac.in.

Place :

Date :

Name & Signature of the Candidate:

Recommendation of employer

To,
The Registrar(Addl.Charge),
S.N.D.T. Women's University,
Mumbai -20

Madam,

I am forwarding an application of Shri./Smt. _____ working
in _____ as _____ as a duly recommended.

Yours faithfully,

(Name & Signature of Employer)
Seal :

Place : Mumbai

Date :

DECLARATION OF SMALL FAMILY

FORM - 'A'

(See Rule - 4)

1. Shri./Smt./Kum. _____ son/
daughter/wife of Shri. _____
aged _____ years, resident of _____

District : _____ City : _____ do hereby declared as follows :

- 1) That I have filled my application for the **Post of Finance and Accounts officer as per the University advertisement No. 2 of 2022 dated 28.04.2022.**
- 2) I have _____ (Number) living children as on today _____. Out of which No. of children born after 28th March, 2005 is _____ (Mention dates of birth, if any) Date of Birth of children who born after 28th March, 2005.
- 3) I am aware that, if any total No. of living children are more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place : _____

Date : _____

Name & Signature of the candidate :

FORMAT FOR NO OBJECTION CERTIFICATE

(To be typed on Employers letterhead)

TO WHOMSOEVER IT MAY CONCERN

Certified that Shri/Smt./Kum. _____,
working as (Designation)_____ is a confirmed employee of this
(Organization name) _____. This office
has **NO OBJECTION** in his / her applying for the post of **Finance and Accounts Officer** at
the S.N.D.T. Women's University, Mumbai in response to the University advertisement no.
2 in newspaper Indian Express/ Loksatta dated 28.04.2022 and to appear for interview
(if called). There is no vigilance/disciplinary case either pending or contemplated against
him/her.

Signature of Head of the Department/
Forwarding Authority.

Place : _____

Date : _____

S.N.D.T. WOMEN'S UNIVERSITY MUMBAI

Statement showing particulars of applicant for the Statutory officers post of FINANCE AND ACCOUNTS OFFICER												
Post Category : Unreserved			No. of Post 01 (One)					Advertisement No. 02/2022 dated 28.04.2022				
Name & Correspondence Address of the Applicant with Contact No. & Email ID	Date of Birth	Academic Qualification				Experience (Year/Month/Days)		No. of Publications			No. of State/ National Level Award	No. of National/ International/ Seminars/ Conferences Attended
		Degree Awarded	Year of Passing	%/ CGPA	Div./ Grade	Teaching	Admin	State	National	International		
1	2	3	4	5	6	7	8	9	10	11	12	13
	Age as on 28/04/2022		----- ----- ----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- ----- ----- -----			1. Articles 2. Research Paper 3. Books	1. Articles 2. Research Paper 3. Books	1. Articles 2. Research Paper 3. Books	State Total Award ----- National Total Award -----	International Seminar : Conference : Total : National Seminar : Conference : Total :

I hereby declare that all the entries made by me are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature for the Statutory Officer's Post of Finance and Accounts Officer may be cancelled without assigning any reason there for.

Date : -----

Place : -----

Signature of Applicant : -----

Name of Applicant : -----