



National Law Institute University

Kerwa Dam Road, Bhopal – 462 044

(Appointment Notification No. 1 of 2023)

Application Form for Finance Officer

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[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)]

APPLICATION FOR THE POST OF _____

1. Name of the candidate : _____
(In Block Letters)

2. Name of Father/Mother : _____

3. Date of Birth : _____

(In words)

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D D

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M M

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Y Y Y Y

4. Gender : _____
(Male/Female/Transgender)

5. State of Domicile : _____

6. Category (UR/OBC/SC/ST) : _____
(Enclose attested caste certificate, if applicable)

7. Are you eligible for EWS reservation? (Yes/No) : _____
(Enclose attested certificate, if applicable)

8. Address for Communication: _____

9. Permanent Address: _____

10. Contact Details:

Telephone	
Mobile	
E-mail:	

11. Educational Qualification with documentary proof:

Qualification Name of Degree/ Certificate	Board/ University	Subjects	Year of Passing	Percentage of Marks/Grade

12. Details of current employment (if employed) with documentary proof:

Name of the Institution	Designation	From	To	Nature of Appointment (Regular/ Temporary/ Adhoc/Contract)	Pay Band with Grade Pay/Consolidated/ Fixed pay/ Lecture Basis	Subjects Taught/ Research/ Administrative

13. Details of previous employment (In chronological descending order of previous posts)
(Attach copies of certificates/documentary proof):

Name of the Institution	Designation	Post Held		Nature of Appointment (Regular/Temporary/Adhoc/ Contract)	Pay Band with Grade Pay/ Consolidated/ Fixed Pay/ Lecture Basis	Subjects Taught
		From	To			

14. REFERENCES:

Please give the names of two persons who could provide a reference regarding your suitability for the post for which you are applying.

- Name : _____

Job Title/Position : _____

Address : _____

Tel No. : _____

Email Address: : _____
- Name : _____

Job Title/Position : _____

Address : _____

Tel. No. : _____

Email Address: : _____

May we request a reference prior to interview? Yes _____ No _____

15. Extra-curricular achievements with documentary proof:

(If required, attach additional sheet/s):

16. Whether any disciplinary action has been taken against you during your service? If so, give details thereof. (If required, attach separate sheet containing the details.)

17. Whether you have been convicted by any competent Court of Law or any Criminal case is pending against you in any competent Court of Law? If so, give details thereof. (If required, attach separate sheet containing the details.)

18. Transaction Number and date of application fee remitted: _____

Signature of Candidate

19. Enclosures:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

DECLARATION

I hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief and understanding. In the event of any information being found false or incorrect or ineligibility being detected before or after interview/test/selection, my candidature/appointment may be cancelled and all my claims for recruitment be forfeited.

I have also enclosed all the relevant documents in support of my candidature.

Place: _____

Date: _____

(Signature of the Candidate)

Name: _____

Note: Application form incomplete in any respect shall not be entertained.