

MODALITIES FOR APPOINTMENT OF ACCOUNTANT UNDER NRHM

REQUIRED QALIFICATION:

- The candidate should be graduate in commerce.
- Must have basic knowledge of computing.
- The candidate should be below 35 years as on 31.12.2011.
- The candidate must be permanent resident of the district He/She is applying for.
- Nativity/ Residential Certificate for **employment purpose** is to be produced while applying for the post.

The following documents are to be submitted along with the application form:

1. Two copies of passport size coloured attested photograph to be submitted along with the application.
2. Nativity Certificate/ Residential Certificate **employment purpose** issued by the Tehsildar.
3. Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his/her educational qualification.

REMUNERATION:

Monthly remuneration shall be of Rs. 7,600/-(consolidated)

TERMS AND CONDITIONS:

- The engagement is purely contractual in nature and can be terminated at any point without citing any reasons thereof.
- Candidates once engaged can not claim for re-engagement under any conditions as a matter of right.
- The contract is a period of three months and further extension will be provide on assessment of the performance of the period in service and / on continuation of the post.

PROCEDURE TO BE ADOPTED FOR SHORT LISTEING :

- | | | |
|------------------------------|-----|---|
| • Matriculation | --- | 15 marks |
| • +2 | --- | 15 marks |
| • Graduation (B.Com) | --- | 50 marks |
| • M.Com | --- | 10 marks |
| • Experience in Govt. Sector | --- | 10 marks (1 mark for 1 year, subject to a max. of 10 marks) |

Last date of submit of application: on or before 31st Dec.2011 through Rgd.post/Speed post/courier only.

APPLICATION FORM

Post Applied for		Photograph				
1. First Name: _____ Last Name : _____						
2. Date of Birth: _____	3. Sex: _____	4. District of Domicile: _____				
5. Please mention if SC/ ST/ OBC: General						
6.p Present Contact Address with Telephone No: _____		7. Permanent Contact Address with Telephone No: _____				
8. Email Address: _____		9. Mobile No.: _____				
10. Languages spoken/written: _____						
11. Education: High school onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
Graduation						
P.G.						
Computer						
Other						
Any other qualification						
12. Employment Record:						
Total years of post qualification experience : _____						
Years of experience in the Development Sector / NGO : _____						
Years of experience in Government : _____						

13. Details of Employment: (Use separate sheets if required).		
Starting with your present employment, list in reverse order all the employments you have had.		
14 A. Current Employment:		
From Month / Year	To Month / Year	Designation
	Till date	
Location of Employment:		
Description of your duties:		
14B. Previous Employment:		
From Month / Year	To Month / Year	Designation
Location of Employment:		
Description of your duties:		
Declaration: I hereby declare that all the information furnished above are correct to the best of my knowledge.		
Date	Signature of the Applicant	

Note:

1. Two copies of passport size colour attested photograph to be submitted alongwith the application.
2. The following documents are to be enclosed alongwith the application:
 - a) Nativity certificate issued by the Tehsildar fro employment. (duly attested).
 - b) Attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his educational qualification
 - c) Experience certificate if any