



# UNIVERSITY OF GOUR BANGA



Established under the West Bengal Act XXVI of 2007  
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

**P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103**

**URL: [www.ugb.ac.in](http://www.ugb.ac.in) ♦ E-mail: [registrar@ugb.ac.in](mailto:registrar@ugb.ac.in)**

## APPLICATION FORM FOR ACCOUNTANT / CASHIER

To,  
The Registrar,  
University of Gour Banga,  
P.O.: Mokdumpur,  
Dist.: Malda, West Bengal – 732 103.

<b><u>Fees (Demand Draft)</u></b>
<b><u>Details:</u></b>
<b>Rs.:</b> .....
<b>DD No.:</b> .....
<b>Date:</b> .....
<b>Issuing Bank &amp; Branch:</b>
.....
.....

<i>Affix recent passport size coloured photograph signed by the candidate</i>
<b>(DO NOT USE STAPLER OR PIN)</b>

Sir,  
I hereby apply for the post of ..... in response to your advertisement No.: ...../UGB/R-18, Dated – ..... The requisite particulars are given below in the prescribed Proforma and five sets, complete in all respects, are being submitted.

Yours faithfully,

Date: .....  
(Signature of the Applicant)

### BIO-DATA

1. Name in full (in Block Letters): .....

2. Address for communication (in block letters) with pin code:  
.....  
.....  
.....

E-mail ID: ..... Phone No .....

3. Permanent address: .....  
.....  
.....

4. Date of birth (as per Madhyamik / Equivalent certificate): .....

5. Name of Father & Mother: .....

.....

6. Nationality: .....

7. Whether belongs to SC/ST/OBC- A/ OBC-B:  
(Please mention the name of the Caste/Tribe): .....

8. Whether Differently Abled: YES / NO  
If Yes, please furnish relevant documents.

9. Marital status: (a) Single / Married.

(b) Name of Spouse: .....

10. Educational Qualifications:

Examination passed	Board/University	Year of Passing	Class / Div.	% of Marks	Subjects Studied	Any other Information
M.P or equivalent						
H.S. or equivalent						
U. G. (mention Hons. /Pass, if applicable)						
P.G.						
M. Phil.						
Ph. D.						
Any other Degree or Qualification						
Specialised Training, if any.						

11. Administrative / Professional experience: .....

.....

12. Details of employment in chronological order (Gaps, if any, should be explained):

<b>Employer</b>	<b>Post held (mention if permanent or temporary)</b>	<b>From</b>	<b>To</b>	<b>Length of Service (As on 12.06.2018)</b>	<b>Scale of Pay &amp; Pay Drawn with Date of Next Increment.</b>	<b>Remarks, if any</b>

13. Information regarding computer Proficiency and experience: .....

.....

14. If selected, time required for joining: .....

.....

15. Additional information, if any: .....

16. Any point of time was there any departmental enquiry occurred: YES /NO.

If yes, then furnish details .....

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:

Place:

.....

(Signature of the Applicant)

**N. B.:**

**Please enclose the following:**

- a. 1 (One) Set of self-attested copies of all testimonials alongwith 5 (Five) sets of Filled in Applications Form.
- b. A crossed bank draft of requisite amount drawn in favour of the **University of Gour Banga** payable at the **Malda**, has to be enclosed at the time of submission of Application Form, in case the Form is download from the website.
- c. Proof of application through proper channel, in case of employed (Govt. / Semi-Govt. / Public Sector Undertaking) applicants.

\* The application sent in any other format is liable to be rejected.

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**For office Use only**

**Receipt**

<b><u>Fees (Demand Draft)</u></b>
<b><u>Details:</u></b>
<b>Rs.:</b> .....
<b>DD No.:</b> .....
<b>Date:</b> .....
<b>Issuing Bank &amp; Branch:</b>
.....
.....

Received the Application Form from .....  
for the post of ..... vide Sl.  
No.: .....

Authorised Signatory  
University of Gour Banga