

Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003

Andhra Pradesh, INDIA. Tel: +91 891 2824 444 | e-mail: info@iimv.ac.in

**Advertisement Ref. No.** IIMV/HR/ RECTT./ NTS/ 02/2022 DATED 03-09-2022

**Application for the position of (please put tick mark (√)):**

* **ACCOUNTANT [ ]**
* **JUNIOR SUPERINTENDENT a. Admissions Office [ ]**

**b. Academic Programs Management Office [ ]**

**c. General Administration [ ]**

**Instructions:**

1. Please read very carefully the instructions given in the detailed advertisement (hosted on: <https://iimv.ac.in/careers>) and ensure you are eligible, before applying.
2. Please use the format given below only and provide complete data. No CV need be attached separately.
3. Applications submitted in any other format will be rejected.
4. Attach/submit only the self-attested photocopies of certificates as required in the advertisement/ application. Originals SHOULD NOT be sent.

|  |  |
| --- | --- |
| 1. NAME (in CAPITAL letters, as per SSC/10th class Certificate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Date of Birth (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Attach proof of DoB)
2. Gender (Male/Female/Others): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Category: SC [ ] / ST [ ] / NC-OBC [ ] / EWS [ ] / PwD [ ] / General [ ]
	* + - 1. Category MUST be tick marked (√). Otherwise, application will be rejected.
				2. Attach Caste/Category Certificate issued by Competent Authority (wherever applicable)
 | Affix recent, passport size colour photograph |

|  |
| --- |
| **5.Address and Contact Details** |
|  A. Communication Address: | B. Permanent Address: |
| PIN: | PIN: |
| Phone No. (Landline):Phone No. (Mobile): | Phone No. (Landline):Phone No. (Mobile): |
| E-mail(1): | E-mail (2) optional: |
| **6. Marital Status(Single/Married/Divorced etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**7. Details of educational qualifications** (qualifications currently being pursued also to be mentioned):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Exam | Qualification Title | Subjects / Specialization(if any) | Institution/University | Mode of Study[Full-time / Part time/ Distance] | Month & Year of Passing | Aggregate Marks / Percentage / CGPA/ Grade /Division |
| X Std. |  |  |  |  |  |  |
| 10+2 / Intermediate |  |  |  |  |  |  |
| Diploma |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| Post-Graduate Diploma |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |

***Please add additional rows if required***

**8. Work Experience Details:**

|  |
| --- |
| 1. **A. Current employment details (if presently employed):**
2. i. Name and address of the employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. ii. Type of organization: Government/Private/Any other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. iii. Designation/position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. iv. Period: From (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_
6. v. Nature of employment (Regular/Contractual/others):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. vi. Pay Scale/Pay Level: \_\_\_\_\_\_\_\_\_\_\_ Basic Pay: \_\_\_\_\_\_\_\_\_\_\_\_ Monthly Gross Pay Rs. \_\_\_\_\_\_\_\_\_\_\_\_
8. vii. Brief description of duties (attach separate sheet)
 |
| If currently employed in any Government organization, attach No Objection Certificate or self-declaration to submit NOC at the time of interview/test. |

**B. Previous work experience (in reverse chronological order ie. most recent one at the top):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of the Employer** | **Period** | **Duration** | **Employment Type** **(Regular / Contractual)** | **Designation** | **Pay Level and Monthly Salary in Rs.** | **Key Responsibilities****(use *additional sheets, if required)*** |
| **From****mm/yy** | **To****mm/yy** | **Years** | **Months** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

(Add more rows if required)

Total Experience: \_\_\_\_ Years; \_\_\_\_Months

Experience in Officer/Executive Level and above: \_\_\_\_ Years; \_\_\_\_Months

(Experience must be in completed months and years is reckoned as on closing date of application)

**9. Proficiency in Languages (other than English) : Please Write “YES” or “NO” as applicable**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**10. Professional References (Not relatives) of three persons:**

***(References MUST be in positions higher than the position being applied for, by the candidate)***

1. <Name, Designation, Organization, E-mail ID, Mobile No.>
2. <Name, Designation, Organization, E-mail ID, Mobile No.>

c. <Name, Designation, Organization, E-mail ID, Mobile No.>

**11. Statement of Purpose:** Please describe (on a separate sheet) in about 1000 words, why you wish to join IIM Visakhapatnam and how your qualifications & experience would be useful to the Institute in the post you are applying for.

**12. Please describe (on a separate sheet) in 1000 words, your proposed contribution to the Institute in the next two years:**

**13. Please highlight in 500 words (on a separate sheet) your notable achievements in education and employment:**

**14. Please highlight in 500 words (on a separate sheet) awards, rewards, recognitions won (if any) and/or professional affiliations (if any) that you won in your academic or work career.**

**15. Declaration about Conduct and Character:**

1. I hereby declare that as on date, I have faced / have not faced(\*) in my educational and/or work career, disciplinary or penal action by authorities (including, but not limited to detention in any class, rustication, extension of probation, postponement of increment, demotion etc.)
2. I hereby declare that as on date, I have faced / have not faced(\*) action by law-enforcement agencies in India or abroad.

(\*) strike out the option not applicable.

If the answer to either of above is “have faced”, full details must be furnished.

**Declaration:**

I hereby declare that all the statements and particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. I declare that no facts/information has been hidden or suppressed. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected forthwith and if I am already appointed, my services are liable to be terminated from the post, without any notice or compensation; and without prejudice to any other legal/penal action that the Institute may initiate against me, as deemed fit.

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

Date : Signature of the applicant

Place: Name of the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist for submitting the application form, and list of documents to be attached**

1. Application form completely filled-in and photograph affixed YES / NO
2. Self-attested photocopy of certificate in proof of date of birth YES / NO
3. Self-attested photocopy of certificate in proof of Category (wherever applicable) YES / NO / NA
4. Self-attested photocopies of all certificates in proof of Educational qualifications YES/NO
5. Self-attested photocopies of all certificates in proof of Work Experience YES/NO
6. No Objection Certificate/Declaration, as applicable YES / NO / NA
7. Statement of Purpose (refer item 11) YES / NO
8. Proposed contribution to the Institute (refer item 12) YES / NO
9. Notable achievements (refer item 13) YES / NO
10. Awards, rewards, recognitions (refer item 14) YES / NO
11. Signature of applicant (on each page and in item 15) YES / NO

**NOTE:**

1. Applications without above documents shall be liable for rejection.
2. Applications without applicant’s signature on each page will be rejected.
3. Only self-attested photocopies of certificates to be attached. Original documents SHOULD NOT be sent. Institute is not responsible for loss of any such document if sent.

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