



APJ ABDULKALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Alathara Rd, Ambady Nagar, Thiruvananthapuram, Kerala 695016

FORM 2

APPLICATION FOR THE POST OF FINANCE OFFICER

Passport size
photograph to
be pasted and
attested by a
Gazetted
Officer/Head of
Institution

Notification No. & Date :
Scale of Pay : As fixed by Government

(Read Notification carefully before filling up application form)

1.	Name of the Candidate in full (In Capital letters)	:	
2.	Full address for communication with PINCODE, Email Ids, contact numbers	:	
3.	Name & Designation of the Identifying Officer	:	
4.	Sex : Religion :	Reservation Group:	
5.	Name of Community/Caste/Tribe (where community claimed in the application is not proved by school records, certificates issued by Tahsildar or Municipal Commissioner will be accepted as proper proof of community)	:	
6.	a. Age (Completed years) as on date of application b. Date of birth in Christian era c. Are you eligible for Age Relaxation? (if yes, give details)	:	
7.	Place of birth (Village, Taluk, District and State)	:	
8.	Are you Citizen of India by birth and/or by domicile?	:	
9.	Father's/Husband's name	:	

10.	Educational Qualifications				
	Name of the Examination passed	Name of University	Year of passing	Class/ Rank etc.	Subject of examination in the main and subsidiary subject in each part (Attach attested copies of mark lists)
	a. Graduation				
	b. Post Graduation				
	c. Any other degrees/PhD (Give full details with subject of specialization, Name of Institute or University and the Guide under whom you have undertaken Research Work etc.				
	d. Professional qualifications				
	Any other related information				
11	What languages can the applicant Speak, Read and Write?				
	Read Only	Speak only	Read and Speak	Read, Write and Speak	Examination Passed.
12	Administrative experience if any (give full details) Name of the institution, Nature of administrative work carried out, duration etc				
13	EMPLOYMENT SINCE LEAVING COLLEGE (Give full particulars)				
	Name of Employer	Date of Joining & Date of Leaving	Years and months of service	Nature of Employment	Pay scale

14.	(a) Present employer's full address (b) Has the consent of the employer been obtained for submitting this application? If yes, attach copy of the consent.	
15	Name and address of three persons with Email Ids and contact numbers (who are not relatives of the applicant and who know the applicant well) for reference	1. 2. 3.
16.	(a)Certificate of Character and Conduct from a person who knows the applicant personally (obtained not earlier than six months prior to the date of application). (b) Name and address of the person who issued the certificate with contact number.	
17.	Extra Curricular activities in School and College days (enclose attested copies of certificates) (ii)Social service (ii) NCC (iii) Sports and Games (iv) Students Service (v) Any other	
18.	Any additional Information which the candidate wishes to provide in support of his application (attach copies of documents)	
19.	Particulars of documents to prove age, qualification etc. (Enclose attested copies of documents mentioned)	
20.	Have you been debarred from appearing for any exam conducted from by KPSC or any Centre/State Government/Quasi Government bodies / Dismissed from service or convicted by a Court of Law	
21.	If yes, give details	
22.	Any other details	

23.	List of enclosures	
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DECLARATION OF THE APPLICANT

I certify that the information given above is correct to the best of my knowledge and belief. I agree to bind myself to all the conditions of service of APJAKTU and duties & responsibilities and manner of selection of the position as per the Act and First Statutes of the University issued on 05.08.2020 or any amendments thereto.

Place :

Signature of applicant:

Date:

Name in block letters :

N.B. All applicants are informed that **canvassing in any form, if proved, will lead to cancellation of the application**. Defective applications in any respect will be summarily rejected. If the space provided in the application form is insufficient, more rows can be added, separates sheets of paper can be attached to the main application form and reference to the same may be made in the relevant column.