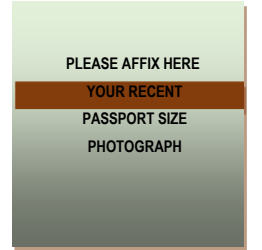




Advertisement No. IDSJ/A/2/2025
Vacancy for Non-Faculty Position

APPLICATION FORM

Post Applied – Accounts Executive



SECTION: A

Name of Candidate			
	First Name	Middle Name	Surname

Date of Birth (dd/mm/yyyy)		Age (in Years)		Gender	Male / Female
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Social Category		General		SC		ST		OBC
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Permanent Address	Address for Communication

Contact Details	Mobile No.		Email ID	
Marital Status	Married /Unmarried			

SECTION: B

Educational Qualification	
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Degree	University/Institute	Subjects	Year of Passing / Award	Percentage of Marks/ Final Grade
Professional Qualification (CA/CMA (earlier ICWA) /CS/CFA)				
Post Graduation (M.Com)				
Graduation (B.Com)				
Others				

SECTION: C

Current Position Designation/ Name of the Institution/ Working since	
Present Pay and Allowances*:	

* If in a current position < 3 months as on the date of advertisement, then previous salary drawn

Work Experience (In reverse chronological order starting with the most recent)					
Designation Position (also indicate Permanent /Temporary)	Employer	Experience		Period	
		Accounts	Others	From	To

Total Experience in Years/Months: **Accounts:**
Others:

Experience of Administrative Responsibilities in Academic Institutions (Indicate only Administrative Responsibilities)

<i>From</i>	<i>To</i>	<i>Administrative Position</i>	<i>Major Responsibility</i>

SECTION: D

Knowledge in the use of Computer Programmes /Softwares (Mark Y for Yes and N for No) * If Yes give details

<i>Computer Programme / Softwares</i>	<i>Yes/No</i>	<i>Using Since</i>
<i>MS Office</i>		
<i>Tally</i>		
<i>ERP</i>		
<i>SAP</i>		
<i>Payroll Software</i>		
<i>Any other Software related to the Accounts</i>		

SECTION: E

<i>Awards / Achievements</i>	
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Year of Award	Name of the Award	Awarding Body	Brief Description

SECTION: F

Knowledge of Language (Mark Y for Yes and N for No)

Language	Read	Write	Speak
<i>English</i>			
<i>Hindi</i>			
<i>Others</i>			

Section G:

Name and Addresses of three references (with email and Mobile Number)		

Section H:

Please state the ways in which you can contribute to bringing modernization in Accounts department at Institute of Development Studies (IDS). Answer in about 500 words (Hand Written only). Use additional sheets if necessary.

You need to send filled form (**without testimonials**) to recruitment@idsj.org. Send filled form through post along with self-attested copies of the following documents to the Director, Institute of Development Studies, 8B, Jhalana Institutional Area, Jaipur, India-302004. The last date for submitting the application form is March 04, 2025.

- (a) Date of Birth certificate
- (b) Percentage of marks obtained at the Graduate/Post-Graduate degree examinations.
- (c) Professional Qualification
- (d) Certificate(s) regarding work experience
- (e) Any other certificate

Declaration:

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date:

Signature