

Sl.No. \_\_\_\_\_



**RASHTRIYA SANSKRIT VIDYAPEETHA**  
(Deemed to be University - Established under section 3 of UGC Act, 1956)  
**TIRUPATI – 517 507 (A.P.)**

**APPLICATION FORM FOR THE POST OF**  
**FINANCE OFFICER / CONTROLLER OF EXAMINATIONS**

Latest  
Photograph  
(self attested)

Application form for the post of \_\_\_\_\_

- Note : 1. The Application form should be **filled in English** by the candidate in his/her own handwriting. If the space provided is inadequate, information may be given in a separate sheet and to be attached.
2. **Self attested latest passport size photograph** to be affixed in the space provided and one **additional photograph** to be attached in the application form.
3. In-complete Application in any respect will not be entertained.

Advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ D.D. No. \_\_\_\_\_

Dated \_\_\_\_\_ Amount \_\_\_\_\_ Name of the Bank \_\_\_\_\_

(Candidates should write Name of the Post, Name of the Candidate, Mobile No. on backside of the Bank Draft.)

1. Full Name (In block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Mother's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_ Age in Years: \_\_\_\_\_  
(As per X class/H.S.C. certificate or its equivalent)

5. Gender : Male / Female

6. Category : General  OBC  SC  ST

(In case of SC/ST/OBC, a valid certificate in support thereof from the competent authority should be enclosed.)

7. Whether Physically Challenged, if yes : VH  OH  HH   
(Please tick )

(In case of Person With Disability-Category of Disability to be mentioned and Certificate in support thereof from Medical Board or Competent Authority should be enclosed.)

8. Are you Ex-Serviceman. If so attach the : \_\_\_\_\_  
copy of the certificate.

9. Place of Birth : \_\_\_\_\_  
(Please mention name of the Village/District, State)

10. Nationality : \_\_\_\_\_

11. Mother Tongue : \_\_\_\_\_

12. Marital Status : Married/Unmarried/Widowed/Separated/Divorced

13. In case of married women,  
Name of Husband : \_\_\_\_\_

14. Languages known

1. Speak : \_\_\_\_\_

2. Read : \_\_\_\_\_

3. Write : \_\_\_\_\_

15. Permanent Address : \_\_\_\_\_  
(with Pin code)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Address for Correspondence : \_\_\_\_\_  
(with Pin code)  
\_\_\_\_\_  
\_\_\_\_\_

17. Contact Telephone/Mobile Number : \_\_\_\_\_

18. Email ID : \_\_\_\_\_

**19. Educational Qualifications :**

(Examinations passed from Matriculation/Higher Secondary onwards to Doctorate Degree etc., as on date of advertisement with full and exact details must be given. Self Attested true copies should be attached to this application)

Examination/Degree Passed	Name of the Board/University	Year of Passing	Division/ Grade	% of Marks obtained in aggregate (upto decimal of two digits.)	Subjects Taken	Remarks, if any
High School/ X Class/HSC or its equivalent						
Intermediate/Higher Secondary examination/ PS or its equivalent						
Graduation (B.A./Sastri or its equivalent)						
Post Graduation (M.A./Acharya or its equivalent)						
M.Phil/ Visishtacharya						
Any other Degree(s) / Diploma(s)						
NET examination (CSIR/UGC/ICAR)						
Ph.D./ Vidyavaridhi						
Any other Qualification						

Specialization in Graduation : \_\_\_\_\_

Specialization in Post Graduation : \_\_\_\_\_

Title of Ph.D. and or D.Litt. : \_\_\_\_\_

\_\_\_\_\_

**20. Technical/Professional Qualifications :**

Examination Passed	Year of Passing	Institution	Division	%age	Subjects offered

21. Experience (Administrative/Technical/Teaching/Any Other) :  
(Enclose separate sheet if necessary)

S.No.	Organisation	Period of Service		Scale of Pay	Designation	Subjects taught
		From	To			

Total Years of Teaching Experience : \_\_\_\_\_

At Degree Level : \_\_\_\_\_

At PG Level : \_\_\_\_\_

Post Doctoral Research before appointment : From \_\_\_\_\_ To \_\_\_\_\_

Name of the College/University/Research Institute/Any other: \_\_\_\_\_

22. Publications :  
(Separate sheet may be added if necessary)

a. Books (Authored/Edited):

S. No.	Name of the Book	Publisher	ISBN No.	Year

Total Number of Book(s) published : \_\_\_\_\_

23. Seminars / Workshops / Conferences Attended / Organised:  
(Separate Sheet may be added)

S. No	Name of the Seminar/ Workshop / Conference	Period		Topic	Organization
		From	To		

24. Membership of Academic Bodies :

S. No.	Name of the Body	Position held

25. Visiting of Foreign Countries :

S. No.	Name of the Country	Purpose of Visit	Duration

26. Present Position :

Post with details of organization	Date of Appointment in the present post	Present Grade	Basic Pay	Total Emoluments	Nature of Job	Date of next increment

27. Positions held before joining the present post :

Name of the Post	Name and address of employer	Appointment Date	Leaving Date	Grade	Nature of Job	Reasons for leaving the post

28 (a) Total Job experience in years : \_\_\_\_\_

(b) Job experience in years as per requirement of the post : \_\_\_\_\_

29. Give details of any of other work/achievement relevant to the post applied for: \_\_\_\_\_

30. Conditions for acceptance, if offered the job: \_\_\_\_\_

31. Time needed to join the service, if selected: \_\_\_\_\_

32. Other particulars, if any: \_\_\_\_\_

33. Have you ever been arrested/prosecuted/  
put under detention or bound down/fined : \_\_\_\_\_  
or convicted by any court of  
law for any offense if so give details. \_\_\_\_\_

34. State whether you have been at any time  
(a) dismissed, removed or debarred from : \_\_\_\_\_  
Service or (b) convicted by a Criminal  
Court. \_\_\_\_\_

35. Any other relevant information :  
(Attach Sheet if necessary)

36. References : 1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

37. A brief note on account of eligibility :  
for the post (100 words)

(Signature of the applicant)

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

**DECLARATION**

I hereby declare that:

- (1) The entries made in this application form are true and correct to the best of my knowledge and belief. If any part of the information given is found to be false or incorrect, I shall forfeit the claim to the post and will be liable to the disciplinary action.
- (2) I have not been convicted by a Court of Law for any offence.
- (3) I have not indulged in any of the acts of misconduct such as participating in Gherao of any educational authority, whether academic or administrative, manhandling or abusing such authority or damaging any building or other property.
- (4) I shall abide by the ordinance, statutes, rules and regulations that may be made by the R.S.Vidyapeetha.

Place: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Signature of the applicant)

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



**CERTIFICATE OF PARENT ORGANISATION**

This is to certify that \_\_\_\_\_ is working  
as \_\_\_\_\_ (permanent/temporary) in the  
\_\_\_\_\_ since \_\_\_\_\_ in  
the pay scale of Rs. \_\_\_\_\_. The organization doesn't have any  
objection to accept the position at Rashtriya Sanskrit Vidyapeetha (Deemed to be University – Established  
under section 3 of UGC Act, 1956), Tirupati, if he/she is selected.

Signature of the Head of the Institution

Place:

Date:

Seal

# RASHTRIYA SANSKRIT VIDYAPEETHA

(Deemed to be University- Established under section 3 of UGC Act, 1956)

Tirupati – 517 507.

Administration

Date: \_\_\_\_\_

## ACKNOWLEDGEMENT

Received one Application form bearing Serial No. \_\_\_\_\_ from \_\_\_\_\_  
for the post of \_\_\_\_\_ along with a Demand Draft bearing No.  
\_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on  
Bank \_\_\_\_\_ in the R.S.Vidyapeetha on \_\_\_\_\_.

Signature of the Receiver

-----  
Duplicate

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