

APPLICATION FORMAT FOR THE POST OF AUDIT & FINANCE OFFICER ON DEPUTATION BASIS

(Advertisement No.: BI/Non-Aca/09/2026-27 Dated 04.07.2026)

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Note to Applicants:

- This proforma must be filled completely and legibly in BLOCK LETTERS or typed. Incomplete applications will be rejected.
- Applications must be forwarded through proper channel (i.e., by the Head of the Parent Department/Organization) along with copies of all relevant documents (educational certificates, experience certificates, APARs/ACRs for the last 5 years, NOC, Vigilance Clearance, Integrity Certificate, and No Penalty Certificate).
- The application should reach the Registrar (Officiating), Bose Institute, Unified Campus, Block EN, Sector V, Salt Lake City, Kolkata - 700091, India, on or before 03.08.2026.

1. Personal Details

- (a) Full Name (in BLOCK LETTERS): _____
- (b) Father's/Husband's Name: _____
- (c) Date of Birth (DD/MM/YYYY): _____
- (d) Age as on closing date (03.08.2026): ____ Years ____ Months ____ Days
- (e) Gender: Male / Female / Other
- (f) Nationality: _____
- (g) Category (SC/ST/OBC/PwD/Ex-Serviceman/General): _____ (Attach certificate if applicable)
- (h) Marital Status: Married / Unmarried
- (i) Address for Correspondence: _____
Pin Code: _____
- Email: _____ Mobile No.: _____
- (j) Permanent Address: _____ Pin Code: _____

2. Current Employment Details

- (a) Name of the Parent Organization/Department: _____
- (b) Address of the Parent Organization: _____
- (c) Current Post Held (on regular basis): _____
- (d) Date from which the current post is held: _____
- (e) Pay Scale/Pay Level (as per 7th CPC): _____
- (f) Basic Pay: Rs. _____
- (g) Whether the post is held on Deputation/Contract/Permanent basis: _____
- (h) Nature of Organization (Central Govt./State Govt./Autonomous Body/University/PSU): _____

3. Educational Qualifications (Starting from Graduation; Attach self-attested copies)

Sl. No.	Degree/Diploma	Discipline/Subject	University/Institute	Year of Passing	% Marks/CGPA	Division/Class
1.						
2.						
3.						
(Add rows if necessary)						

4. Experience Details (In reverse chronological order; Attach self-attested copies of experience certificates)

Sl. No.	Post Held	Organization	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Pay Scale/Pay Level	Nature of Duties (Briefly describe handling Cash, Accounts, Budget, Audit, etc.)
1.						
2.						
3.						
(Add rows if necessary)						

Total Experience in Supervisory Capacity in Audit/Accounts (handling Cash, Accounts & Budget) in Scientific Departments/Research Institutions under Central/State Govt./Autonomous Body/University/PSU: ___ Years ___ Months

5. Additional Information

(a) Whether any Vigilance/Disciplinary case is pending or contemplated against you: Yes / No
(If yes, provide details: _____)

(b) Whether any Major/Minor Penalty was imposed in the last 10 years: Yes / No
(If yes, provide details: _____)

6. Any other relevant information (e.g., publications, awards, computer proficiency, knowledge of financial software/rules): _____

7. Declaration by the Applicant

I, _____, hereby declare that all the information furnished above is true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect at any stage, my candidature/appointment will be cancelled without notice. I am willing to serve on deputation terms as per DoPT guidelines and the Recruitment Rules of Bose Institute.

Place: _____

Date: _____

Signature of the Applicant: _____

8. Certificate by the Forwarding Authority/Employer (To be filled by the Head of the Parent Department/Organization)

- (a) Certified that the particulars furnished by the applicant are correct as per service records.
- (b) No Vigilance/Disciplinary case is pending or contemplated against the officer.
- (c) No Major/Minor Penalty has been imposed on the officer in the last 10 years.
- (d) Integrity of the officer is certified as "Beyond Doubt".
- (e) APARs/ACRs for the last 5 years are enclosed.
- (f) The officer will be relieved immediately upon selection for deputation for 3 years (extendable as per rules).
- (g) NOC is hereby issued for applying to this post.

Name: _____

Designation: _____

Organization: _____

Signature & Seal: _____

Date: _____

Contact No./Email: _____