

**Format for Application for the post of Accountant**

To

The Chief Executive Officer,  
Haryana State Rural Livelihoods Mission,  
Akshay Urja Bhawan, Institutional Plot No.-1,  
Sector -17, Panchkula-134109.

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**Subject :** Application for the post of Accountant

**Name of the Applicant:** \_\_\_\_\_ **Nationality** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_

**Correspondence Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Telephone/Mobile Number (if any):** \_\_\_\_\_ **Email Address (if any)** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age as on 05-12-2014** \_\_\_\_\_

**Educational Qualifications (B.Com onwards)**

Name of Exam	Board/University	Year of Passing	Marks Obtained	%age Obtained

**Computer knowledge:-**

1. Course of Tally ERP 9 Software \_\_\_\_\_
2. Name of the Institute and whether recognized or not \_\_\_\_\_
3. Duration of the Course \_\_\_\_\_

**Experience (in the relevant field):**

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**Date:**

**Signature of the applicant**

**Note 1: Self-attested copies of educational qualifications & experience must be attached with the application (original certificates etc. is to be shown at the time of interview).**