



**ANNA GEM SCIENCE PARK  
MATRICULATION HIGHER SECONDARY SCHOOL  
(Anna University Campus, Gandhi Mandapam Road, Chennai - 600 025)**

Ph: 044 - 2235 2759 / 22355757  
e-mail: agsps94@gmail.com

**Application for the post of Chief Office Admin & Accountant**

Affix Recent  
Photograph  
dully self-  
attested

**1. Name of the Candidate** :

**(initials at the end)**

**2. Gender** :

**3. Date of Birth and Age as on 1.05.2023** :

**4. Marital Status** :

**5. Father's/Husband's Name** :

**6. Address for Communication** :

**7. Permanent Address** :

**8. Phone Number/ Mobile number** :

**9. Email.Id** :

**10. Details of Educational Qualification :**

**(Start from the latest degree and list upto SSLC, attach photo copies of the certificates)**

<b>Education Qualification / Degree</b>	<b>Year of passing</b>	<b>Name of the Institution &amp; City</b>	<b>Affiliated Board/University</b>	<b>Major Subject</b>	<b>Percentage % &amp; Class obtained</b>

**11. Professional degrees obtained :**

**(Attach photo copies of the certificates)**

<b>Professional Degree</b>	<b>Year of passing</b>	<b>Name of the Institution &amp; City</b>	<b>Affiliated Board/University</b>	<b>Major Subject</b>	<b>Percentage % &amp; Class obtained</b>

**12. Languages Known :**

**13. Accounting Software Known :**

**14. Office Automation Packages Known :**

**15. Type Writing Skills:**

**16. Work Experience (Attach photo copies of the certificates)**

<b>Name of the Institution &amp; city</b>	<b>Year of joining</b>	<b>Year of leaving</b>	<b>Period of service (years/ months)</b>	<b>Post held</b>	<b>Reason for leaving</b>

**17. Additional Responsibilities held:**

**18. Awards/ Recognitions etc., Received : 1.**

**2.**

**19. Other Personal details like**

1. EPFO No:

2. PAN Card No:

3. Aadhar No:

4. Driving License No:

**20. Reference of any two personalities :**

1. Name :  
Designation :  
Mobile Number :  
How do you know him / her? :  
How long do you know him/her? :

2. Name :  
Designation :  
Mobile Number :  
How do you know him / her? :  
How long do you know him/her? :

**21. List of enclosures**

I declare that all the information given in this application are true to the best of my knowledge and belief.

**Place :**

**Signature with date**

**Date :**