



**CENTRAL INSTITUTE OF PEROXOCHEMICALS ENGINEERING &  
TECHNOLOGY (CIPET)**

(An Autonomous Body under the Ministry of Chemicals & Fertilizers,  
Govt. of India)



**Advt. No. CIPET / HO-AI / 01 / 2023**

**Date: 25.03.2023**

**APPLICATION FORM FOR THE POST OF MANAGER (F&A)**

**Note.** i) Please read the attached information regarding last date of submission of duly completed application form, Essential Qualification & Experience and Rules & Regulations before filling the application form.

ii) Please tick (✓) whichever is applicable in the box.

**Paste  
passport  
size  
photograph**

1. Full Name (in block letters)

2. Date of Birth  Blood Group

3. Community (SC/ST/OBC/GEN)   
(Enclose attested copy of certificate)

4. Whether Economically Weaker Section (EWSs)  Yes  No  
(Enclose attested copy of certificate)

5. Whether Physically Challenged  Yes  No

If yes, state % of disability (certificate to be enclosed)

6. Whether Ex-servicemen  Yes  No

7. Gender  Male  Female  Others

8. Marital status  Married  Single  Others

9. Nationality  Religion

10. Mother tongue

11. (a) Name and Address of Parents

(b) Name of Spouse (if applicable)

(c) If spouse is employed,  
Give employment details/place

12. Postal address for correspondence  
with pincode

Telephone Land Line

Mobile

E-mail

Nearest Relative's Mobile Number: a)

b)

13. Permanent Address with pincode

Place of Upbringing / Hometown:

14. Postal address of the present employer  
with pincode

WEBSITE:

15. Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt./Semi-Govt./Autonomous Body or Private Service?

If yes, give details in a separate sheet.

16. Have you ever faced any Vigilance Enquiry or enquiry by anti-corruption bureau/Central Bureau of Investigation or any other Investigative Organization or police investigation/enquiry in connection with FIR/ charge sheet lodged ?.

Yes

No

If Yes: Please indicate in brief, the details of the Vigilance Enquiry and outcome thereof in separate page

17. Academic Qualifications:

(Please attach the self attested photocopies of Certificates/Mark Sheets)

Give particulars in a chronological order starting with SSLC (X<sup>th</sup> Std) School Certificate

Sl. No.	Name of Course / Degree / University / Board	Subject/ Specialization	Mode of study (Full Time / Part time / Correspondence)	Pass Division (I <sup>st</sup> or II <sup>nd</sup> or III <sup>rd</sup> ) Class	% of Marks / CGPA	Duration of Course (whether 1 yr. or 2 yrs. or 3 yrs. Course)	Year of Passing
1							
2							
3							
4							
5							

Enclose separate sheet(s), if required.

18. Professional Qualification (e.g. Professional Training, Courses, Workshops etc.)  
(Enclose separate sheet(s), if required.)

19. Employment details: (Details in chronological order, starting with present employment upto the first employment)

Sl. No.	Name & Address of Organization / Employer	Position held / Designation	Pay Scale & Gross Salary	Period of Employment (Month/Year)		Place / state of employment	Nature of Duties
				From	To		

Enclose separate sheet(s), if required.

*NB: If self-employed, please indicate average monthly income*

20. If you claim Experience, please furnish details on the following,  
(Use a separate sheet for each sub-heading in the format indicated)

- a) General Financial Rules, Supplementary Rules
- b) Accounting Knowledge including Finalization of Accounts
- c) Financial Planning & Budgeting
- d) Tax & Other Laws – Income Tax, GST, PF, Gratuity, Insurance etc
- e) Costing Methods and Techniques
- f) Investment, Maintenance of Funds
- g) Analysis of Income & Expenditure statement, Sundry Debtors
- h) Purchase of capital items, e-tender, Two-bid system, Purchase contract etc.
- i) Exposure to FERA guidelines and computerised accounting including Tally/MIS/ERP
- j) Conducting Internal Audit, Statutory Audit, Tax Audit etc.

21. Extra - Curricular activities, if any:

- Participation in N.S.S. activities :
- Participation in University - Industry Interaction :
- Participation in Sports activities at university / State level :
- Participation in any other activities such as Rector of the Hostel , etc :
- Sports Winners at Zonal, Inter-Zonal state and National level Tournaments:

Any other work :

22. Current Membership of Professional Bodies and Awards / Scholarships received (if any):

a) Membership of Professional Bodies (National / International Level)

b) Other Achievements (National / International)

23. Knowledge of foreign languages

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24. Overseas assignment / training

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25. Reference

Responsible persons not related to the applicant but closely acquainted with the applicant

<b>Name and Designation</b>	<b>Address</b>
	Phone: Email:
	Phone: Email:

26. Notice period / No. of days likely to be availed for relieving from present employer, on selection:

27. (a).Details of relatives working at CIPET, if any :

(b). Any other information you may like to furnish to CIPET:

28. Social / Political / Religious Affiliations of the Candidate if any, Mention the name and clear details about the affiliations:

**DECLARATION**

I declare that the entries made in the columns of this proforma are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me. In case of any misrepresentation, I understand that employment if any gained, is liable for termination.

Place:

**Signature**

Date:



**Forwarding of Application through proper channel:  
(To be filled in by the forwarding authority).**

**(Applicable for Candidates from Central/State Govt./PSU/Autonomous/Quazi-Govt. only)**

***Forwarded to Central Institute of Petrochemicals Engineering & Technology (CIPET)***

The applicant has been working in this Office / Organization / Institute / University as \_\_\_\_\_ since \_\_\_\_\_ and is still in service. We have No Objection to his/her candidature being considered for the post he / she is applying.

Place:

Date:

**Signature:\_\_\_\_\_**

(Name & Designation of the Forwarding Authority with seal)

**N.B.: 1). Use separate sheets wherever necessary while filling application form above.**

**2). All entries in this application form shall be neatly typed/Hand Written.**