



Website : <http://www.naralkarinstitute.edu>

E-mail : admin.office@naralkarinstitute.edu.in

Form No.

To,
The Director,
Prin.N.G.Naralkar Institute of
Career Development & Research,
Pune – 411 030.

Please paste
your recent
photograph here

**Subject : Application For the Post of Accountant / Clerk / Lab
Technician for MBA Programme – Academic Year 2023-24.**

Sir,

In response to your advertisement in _____
dated _____, I would like to apply for the post mentioned above. I am
pleased to submit the following information.

1. Full Name : _____
(Capital Letters) (Surname) (First Name) (Middle Name)
2. Address : _____

3. Telephone No. : (Residence)_____ (Office)_____
Mobile _____ WhatsApp No.: _____
4. E-mail : _____
5. Date of Birth : _____
(Day) (Month) (Year)
- Place of Birth : _____
(City) (District) (State)

6. Mother Tongue : _____

7. Sex : Male ☐ Female ☐ Other _____

8. Marital Status : Single ☐ Married ☐

9. Caste : SC / ST / VJ / DT/NT (A) (B) (C) (D) / OBC / SBC/OPEN / EWS

(If "Yes", please attach the
copy of Caste Certificate &
Caste Validity Certificate)

Sub Caste : Religion

10. Whether employed at the : Yes ☐ No ☐
time of application

11. Educational Qualifications :

Name of the Examination	Name of Degree	Name of the Examining Body	Month & Year of passing	% of Marks	Class Obtained
H. S.C.					
Graduation (BA/B.Com/BE/..)					
Post Graduation (Mcom./MBA/...)					
M.Phil./Ph.D.					
Any other Qualification					

Please attach attested Photocopies of mark-list and Certificates.

12. Computer Software, Hardware & Networking Skills :

1.
2.
3.

Please attach a separate sheet if required.

13. Administrative / Accounting Work Experience :

Name & Address of the Organisation where employed	Name of University	Post held in the Organisation	Designation	Period	Nature of Job

Please attach a separate sheet if required.

14. Corporate Experience (if any) :

Name of Company	Designation	Period	Nature of Job

Please attach a separate sheet if required.

15. Any other information (Attach separate sheet, if necessary)

16. References : [1] _____

[2] _____

I declare that the information given above is true to the best of my knowledge.

PLACE :

DATE :

SIGNATURE OF APPLICANT

❖ **Please submit the Application in sealed envelope to the following address –**

S.P.Mandali's Prin.N.G.Naralkar Institute of Career Development &
Research – MBA Programme,
536, Appa Balwant Chowk, Pune – 411 030.

❖ **Incomplete application form will not be entertained**
