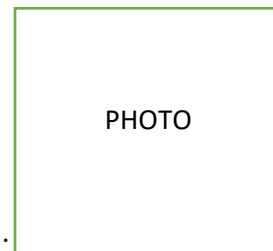


**PROFORMA FOR APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER
(FINANCE & ACCOUNTS), NATIONAL INSURANCE ACADEMY, PUNE**

Last date of receipt of completed application is **29th September 2023.**



1. **Name:**
[insert full name in Block letters]
2. **Present position and place of posting:**.....
3. **Office Address with Tel.No.:**
.....
4. **Date of Birth (DD/MM/YYYY) / Age as on 01/10/2023:**
5. **Gender:**
6. **Current Mailing Address:**
.....
7. **Permanent Address:**
.....
8. **Email Id:** **Mobile No.:**

9. Educational Qualification:

i. **Academic (Graduation onward):**

Examination Passed	University/ College/ Board	Subjects taken	Year of Passing	Duration of Course	Percentage of marks secured

ii. **Professional:**

Name of Exam Passed	Examining Body	Subjects taken	Year of passing	Duration of Course	Percentage of marks secured

10. Membership of Professional Associations:

- (i)
- (ii)
- (iii)

11. Details of positions held:

From (MM/YY) To (MM/YY)	Position Held	Responsibilities handled (brief description)

12. Trainings attended:

.....

.....

13. Any other information you want to share:

.....

.....

.....

14. Have you ever been convicted by a court of law? (please √) NO/YES*
(*please give details in separate sheet.)

15. Certification :

I _____ (insert full name),
certify that the above information is correct to the best of my knowledge and belief.

I further certify that no disciplinary / vigilance proceedings are either pending or contemplated against me and that there are no legal cases pending against me.

There have been no major / minor penalty awarded against me.

.....
Signature of the Applicant

Date:

Place: