BURSAR

Applications are invited from Christian Candidates, preferably Women, who are Commerce Graduates, with CA / CWA or Equivalent Degree in Financial Accounting, with 10 years Experience in Educational Institutions or Other Large Organizations and preferably below 50 years.

Salary will be Commensurate with Qualifications and Experience.

Apply with Bio-Data and a Photograph to:

The Principal & Secretary
LADY DOAK COLLEGE
(A Christian Minority Educational Institution)
Madurai – 625 002.

Email: principal@ldc.edu.in
Web: ladydoakcollege.edu.in
APPLICATION FOR THE POST OF BURSAR

(Applications should be complete in all respects. Incomplete applications will not be considered)

A) PERSONAL DATA

1. Name in full (in block letters)
   Mr./Mrs./Ms. .................................................................................................................................

2. Mailing Address (in block letters)
   ..................................................................................................................................................
   ................................................................................................................................................. Pin code ..................................
   Tel.No.(with STD Code) .............................................................................................................. Mob.No. ..........................
   Email ID: .................................................................................................................................

   Permanent Address (in block letters)
   ..................................................................................................................................................
   ................................................................................................................................................. Pin code ......................
   Tel.No.(with STD Code) .............................................................................................................. Mob.No. ..........................
   Email ID: .................................................................................................................................


Please affix recent Passport size photograph
6. Marital Status : Married ........... Unmarried............. Divorcee.............

If married, furnish the following details of your spouse and children

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
<th>Employed/ Unemployed/ Studying</th>
<th>Other Details</th>
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7. Father's/ Guardian's Name .................................................................

8. In case of emergency the person to be notified :

   Name ........................................................... Relationship .......................................
   Address .................................................................................................................................
   ........................................................... Pin Code ................. Tel. No. ...............................

** B) ACADEMIC QUALIFICATIONS **

9. Kindly start with your highest qualification

<table>
<thead>
<tr>
<th>Name of College / School &amp; Location</th>
<th>University/ Location</th>
<th>Degree / Diploma*</th>
<th>Year of Passing</th>
<th>Main Subject taken Specialization</th>
<th>Percentage</th>
<th>Class / Rank</th>
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* State whether Part time (P) Full time (F) Correspondence (C)
10. Kindly furnish details of Scholarship/ Special merit awards, if any.
   a. .................................................................................................................................
   b. .................................................................................................................................

11. Kindly provide details of your extra-curricular activities / hobbies / fields of interest.
   a. .................................................................................................................................
   b. .................................................................................................................................
   c. .................................................................................................................................
   d. .................................................................................................................................

12. Briefly describe in about one hundred words why you choose to apply for this post, detailing your strengths and weaknesses.

   (You may attach a separate sheet of paper)

C) WORK EXPERIENCE

13. Kindly furnish details of previous work experience (Enclose copies of certificate).

<table>
<thead>
<tr>
<th>Name of Institution &amp; Place</th>
<th>Duration</th>
<th>Designation</th>
<th>Reasons for Leaving</th>
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<td>From</td>
<td>To</td>
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14. Salary Structure

Your present salary structure or last pay drawn (Last pay certificate may be produced at time of interview)

a) Basic : Rs. .................
b) Dearness Allowance : Rs. .................
c) Additional D.A. : Rs. .................
d) H.R.A. : Rs. .................
e) C.C.A. : Rs. .................
f) Any other : Rs. .................

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Total Salary per month : Rs. .................
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Expected Salary:
Basic Rs. ...........................

Total Rs. ............................

D) GENERAL INFORMATION

15. Language Proficiency (Tick the appropriate column and also mention other languages known)

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<tr>
<th>Languages</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
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<tbody>
<tr>
<td></td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Tamil</td>
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<td>English</td>
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<tr>
<td>Hindi</td>
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16. If offered the post, time required to join ..........................................................
F) REFERENCES

17. Please give names of two referees.

a. Name  ........................................................................................................................................
Address: .........................................................................................................................................
Email id: .................................................................Ph. No.................................................

b. Name  : ........................................................................................................................................
Address: .........................................................................................................................................
Email id: .................................................................Ph. No.................................................

18. Additional information, if any (attach separate sheet) : ..............................................................

I hereby certify that the above information furnished by me is true and that I agree to appear for an interview/test if required to do so.

Date: ................................................................. Signature
ANNEXURE TO BE FILLED BY CANDIDATES AS APPLICABLE

Lady Doak College, besides imparting vocational guidance also aims to inculcate in its students values and discipline. To enable us in this endeavour, kindly give the following information.

A. Your Church affiliation

B. Are you a member of any Christian organisation? If so, could you please describe your role in the organisation?

C. Have you had a personal experience of salvation? If yes, Please describe briefly.

D. Would you be willing to uphold the aims and objectives of Lady Doak College, if you are appointed in this college?

Date:                                       Signature