

**Application for the post of Accountant / Data Entry Operator (Rupashree Prakalpa)**

**[For Sub-Divisional Office, Jhargram]**

**Ref:- Memo No. 89/RUP/JGM**

**Date: 16.01.2026**

To  
The District Magistrate  
Jhargram

Name of post applied for- \_\_\_\_\_

Affix recent self-attested passport size photograph

**1. Name of the Applicant (in Block Letter)** : \_\_\_\_\_

**2. Father's/Husband's Name** : \_\_\_\_\_

**3. Category (SC/ST)** : \_\_\_\_\_  
(Self-attested photocopy of valid Caste certificate issued by competent authority to be attached)

**4. Date of Birth: (dd/mm/yyyy)** : \_\_\_\_\_ (Self-attested photocopy of age proof to be attached)

**5. Age as on 01/01/2026** : \_\_\_\_\_ yrs \_\_\_\_\_ months

**6. Present Address:** Vill/Street : \_\_\_\_\_ P.O: \_\_\_\_\_  
Block/Municipality: \_\_\_\_\_ P.S: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ Dist: \_\_\_\_\_ State: \_\_\_\_\_  
Mobile No. \_\_\_\_\_

**7. Permanent Address:** Vill/Street : \_\_\_\_\_ P.O: \_\_\_\_\_  
Block/Municipality: \_\_\_\_\_ P.S: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ Dist: \_\_\_\_\_ State: \_\_\_\_\_

(Self-attested photocopy of residential proof to be attached)

**8. E-mail :** \_\_\_\_\_

**9. Sex:** \_\_\_\_\_ **10. Religion:** \_\_\_\_\_ **11. Nationality:** \_\_\_\_\_

**12. Educational Qualification:** ( from 10<sup>th</sup> onwards) Self-attested testimonials to be attached

SI No	Examination Passed	Board/University/institute	Year of Passing	Total marks	Marks Obtained	% of Marks
1.						
2.						
3.						
4.						

**13. Computer Knowledge:** (Self-attested photocopy of certificates to be attached)

SI No	Name of the Course	Name of the Institute	Year of Passing	Total marks	Marks Obtained	% of Marks
1.						
2.						

**14. Working Experience**(with Date and Name of issuing Authority) Certificate from Competent Authority to be attached:

**15. Declarations:**

I do hereby that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand and agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and I am submitting only this application for the post mentioned above.

Date:

Place:

Signature of the Candidate in full