



**Auroville Foundation**  
Autonomous body under Department of Higher Education  
Ministry of Education, Government of India  
Auroville -605101, Tamilnadu

**Details of Qualification, Experience, Requirements of the Posts**

Sl. No.	Name of the Post	Educational Qualifications
1.	Accountant	<ul style="list-style-type: none"><li>• A First-Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce /CA inter/CMA inter from a recognized University or institute</li><li>• Knowledge of computer application viz. wordprocessing, Spread Sheet and computer - based accounting software viz. Zoho</li></ul>

Candidates may note the following—

- (i) Depending upon the number of candidates appearing for the walk in interview, it will be decided whether to hold written test or not; in case of written test, the written test will be of objective type for one and half hour's duration.
- (ii) Salary will be a fixed amount which will be decided depending upon the qualifications and performance in the written test/interview;
- (iii) Preference will be given to those candidates who have working experience in Auroville/Govt./Autonomous bodies;
- (iv) A signed hard copy of the application along with self-attested copies of certificates and necessary enclosure should be submitted during the interview.
- (v) The filled-in applications (neatly typed) either in Word or PDF format should also be sent to the email id (**contract\_avf@auroville.org.in**) on or before, 5.00 p.m. on 07.05.2026
- (vi) **Registration/Reporting Time on the date of Walk-in-interview:**  
**09.05.2026 - 08.30 AM to 09.30 AM**



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**Advertisement No.: AVF/R/Admin/2026/01 dated 08.04.2026**

**RECRUITMENT NOTIFICATION FOR ACCOUNTANT POSITION  
(On Contract – Temporary)**

**Application Form for Accountant Position**

**For office  
use APPL.**

Please read the information carefully on website prior to filling up this application form. You may use separate sheets wherever required. Documentary evidence(s) is/are to be attached for the data provided in this application failing which due weightage will not be given during scrutiny.

Advertisement No. & Date:

Post Applied for:

Please affix  
recent passport  
size photo

1. (i) **Full Name (in Block Letters):**  
(ii) **Father's/Mother's Name:**
2. **Date of Birth:**
3. **Other Details**
  - a) **Nationality:**
  - b) **Gender:**
  - c) **State/UT to which you belong:**
  - d) **Marital Status: Married/Unmarried:**
4. **Address**

Postal Address for correspondence.	Permanent Address (with Phone no. & Mobile):
Pin Code	Pin Code

**5. Educational Qualifications (Start with Highest Qualification):**

Sl. No	Examination Passed	Name of the University/Board	Year of admission	Year of Passing	Subject/ Specialization	% Of Marks/ Grade	Division /Class

**6. Post held at present: (if any)**

Post held	Date of Appointment	Nature of the Post (Temporary/Probation/ Permanent)	Present pay (Rs.)	Name & Address of Employer*	Responsibilities in the present job

\* Copy of appointment order to be attached

**7. Professional Experience (In the reverse chronological order): (Attach extra sheet if required)**

Sl. No.	Name of the Employer	Post held / nature of duties	Period of Employment		Pay Scale and Basic Pay drawn	Total Emolument	Reasons for Leaving
			From	To			

**8. List of actual expertise you have related with post applied for:**

Sl. No.	Name of Work	Your role	Duration	Organization Detail	Status of Work	Remarks

**9. Prizes, Awards, Rank received etc. (if any, attach certificate):**

**10. Training Programmes organized / attended: (Attach extra sheet if required)**

Sl. No.	Title	Venue	Duration	Sponsoring Authority

**11. Languages Known:**

Sl. No	Read	Write	Speak

**12. Extra-Curricular Activities:**

**13. Any other relevant information**

**DECLARATION**

I declare that the statements made in this application are true to the best of my knowledge and belief. I understand that misleading or wrong information supplied may lead to summarily rejection of application /appointment (if found subsequently).

**Date:**

**Place:**

**(Signature of Applicant)**

**Summary Sheet for Accountants Positions**

**Auroville Foundation**

**(All data to be filled by the candidate with documentary evidence for scrutiny)**

**Name of the Candidate:**

**Post applied for:**

**Department:**

Sl. No.	Degree	Name of Institute	Subjects Studied	Year of Passing	% of Marks /	For Office
<b>1</b>	SSLC (10 <sup>th</sup> )					
	Higher Secondary (10+2)					
	UG					
	PG					
<b>2</b>	Post held	Organization		Years/Months	Salary Drawn	
	Total experience					
<b>3</b>	Technical/Computer Skills e.g. MS Office/Excel/Tally/Zoho					
<b>4</b>	Any other relevant Qualifications deemed fit as per applied post					
<b>5</b>	Providing this information is Mandatory. If space is left blank answer will be considered as NO.				Answer Yes / No	
	(i) Have you worked on any post in central/state Govt. Organization?					
	(ii) Have you been awarded at State / National level in Academics / Sports?					
	(iii) Have you been a rank holder during Academic Career? Specify level & rank.					
	(iv) Are you holding an analogous post?					
<b>6</b>	Any other skilled education:					

Date:

Signature of the candidate