



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	Minimum Educational Qualifications
1.	Accountant	A First-Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or CA inter/CMA inter from a recognized institute Knowledge of computer application viz. word processing, Spread Sheet and computer - based accounting software viz. Zoho

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 may also be sent to the email id (**contract_avf@auroville.org.in**)
- (vi) **Registration/Reporting Time on the date of Walk-in-interview:**
25.09.2026 - 08.30 AM to 09.30 AM



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Advertisement No.: AVF/R/Admin/2026/03 dated 20.09.2026

**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
1	SSLC (10 th)					
	Higher Secondary (10+2)					
	UG					
	PG					
2	Post held	Organization		Years/Months	Salary Drawn	
	Total experience					
3	Technical/Computer Skills e.g. MS Office/Excel/Tally/Zoho					
4	Any other relevant Qualifications deemed fit as per applied post					
5	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?					
6	Any other skilled education:					

Date:

Signature of the candidate