



**SHRI GURU RAM RAI EDUCATION MISSION**  
DARBAR SAHIB, JHANDA SAHIB, DEHRADUN  
**Phones: 0135-2726698(O), 2726698(Fax)**

Shri Guru Ram Rai Education Mission invites the applications for the following posts in University, Hospital & Schools; the last date of receiving the application on the prescribed format is ..... along with the prescribed fee.

Post Code	Name of the Post	Qualification
01	Finance Manager	A member of CA/ACCA/CIMA or passed finalist or possess a bachelors degree in Accounting/Finance or related field (Bachelor Degree in Commerce or Master Degree in Commerce). Excellent knowledge in Accounting & Financial principles with knowledge of Accounting Software.
02	Auditor	Ability to work independently, teamwork and meet internal and external deadlines. Computer literacy is compulsory preferably MS-Word, MS-Excel, Tally work experience in accounting will be an added advantage.
03	Accountant	Bachelor Degree in Commerce or Master Degree in Commerce. Computer literacy is compulsory preferably MS-Word, MS-Excel, Tally work experience in accounting will be an added advantage.
04	Data Operator Cum Clerk	Graduation with Good Computer Skills and proficiency in both English & Hindi typing.

**Age limit – Should not be more than 62 years as on 31<sup>st</sup> March 2021.**

**Candidates must ensure that they fulfill the eligibility criteria before applying for any post.**

**Instructions for Applicants:-**

1. Good communication skills and fluency in English is essential for all the posts.
2. Applications in the prescribed format as given in the website must reach **“The Manager Shri Guru Ram Rai Education Mission, Jhanda Sahib, Dehradun-248001”** latest by .....
3. An application fee of **Rs. 300/-** must be paid for **each post** through **non-refundable** demand draft (**SBI/PNB only**) drawn in favour of **The Manager, Shri Guru Ram Rai Education Mission, Jhanda Sahib, Dehradun**. Application submitted without the required fee and in other than the prescribed format will summarily be rejected. **(if approved)**
4. Separate **application form and Draft** must be submitted if applying for more than one post.
5. Please mention the post code on the envelope at the left hand side, **“Application for the Post .....”** at the centre side.
6. **No testimonials or documents should be enclosed with the Application Form.**
7. Candidates must produce original certificates at the time of the **Interview**.
8. The eligible candidates will be called for **written test** by post, the date and venue of the test will be intimated in due course of time. However, date sheet will be uploaded on the website mentioned below.
9. **The written test will consist of Subject Knowledge of concerned subject/s(80%) & Interview(20%).**
10. **Enclose a self addressed envelope of 10×23cm and affix stamp of Rs. 40 (For Reg./Speed Post) on it.**
11. **The application form can be downloaded from [www.sgrmission.org](http://www.sgrmission.org)**

# SHRI GURU RAM RAI EDUCATION MISSION, DEHRADUN

## APPLICATION FOR THE POSTS OF FINANCE MANAGER, AUDITOR, ACCOUNTANT & DATA OPERATOR – 2021

Ref. ....  
For office use only

1. Post code
2. Post Applied (please write and mark ✓) .....

FINANCE MANAGER       AUDITOR

ACCOUNTANT       DO/CLERK

3. Name of the Candidate (In Block Letters) .....

4. Father's/Husband's Name .....

5. Date of Birth (In Christian Era)     
Day                      Month                      Year

6. Sex (please mark ✓) Male       Female

7. Age on 31.03.2021 ..... & Aadhaar No. ....

8. Marital Status (please mark ✓) Married       Unmarried

9. Complete Postal Address .....

10. Mobile No. .... Alternate Mobile No. .... E-mail ID .....

11. Qualification (please fill-up all columns) :

S. No.	Exam Passed	Year	Board /Univ.	Subjects	Maximum Marks	Marks Obtain	% Marks
1.	10 <sup>th</sup>						
2.	12 <sup>th</sup>						
3.	B.A/B.Sc/B.Com/BBA/BCA						
4.	M.A/M.Sc/M.Com/MBA/MCA						
5.	Any Other						

12. Experience:

S. No.	Name of the Organization	From	To	Total Experience	Last Salary Drawn

13. Detail of Bank-Draft D.D. No. .... Date ..... Bank (SBI/PNB only) **(if approved)**  
Amount .....

14. Any other point, worth mentioning .....

**\* Please ensure all entries have duly been completed otherwise form may be rejected.**

**DECLARATION:** I do hereby declare and affirm that the information furnished above is correct to the best of my knowledge and belief. If any information is found false, even after my selection, my services will be liable to be terminated forthwith and I shall refund the total amount of pay and allowances received by me till that day.

**Date:**

**Place:**

**Candidate's Signature**

Affix Recent  
Passport size  
Photo with  
Signature