

APPLICATION NO:

APPLICATION FOR EMPLOYMENT AT BANK OF BARODA (FIJI OPERATIONS)

ACCOUNTANT (GRADE I)

Note:

Please read application carefully and submit all information. Before applying candidates should ensure that they fulfil the eligibility criteria for the post as on the date of eligibility. Short listing and interview will be purely provisional without verification of documents. Candidature will be subject to verification of details /documents when the candidate reports for interview if called.

Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/ details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) Two (-2-) Passport sized photographs (8) Two (-2-) Professional references.

The Chief Executive
Bank of Baroda
Territory Office
Suva

PLEASE
ATTACH YOUR
LATEST
PHOTO HERE

Dear Sir,

RE: Application for the Post :: ACCOUNTANT GRADE I in Bank of Baroda

In reference to your recent advertisement in the newspaper, I apply for the Post of **ACCOUNTANT GRADE I** and submit the following details for your consideration and favour:

All fields are mandatory to be filled with correct response.

A. PERSONAL DATA

| | | | | | | | | | | |
|---------|-----------------------|---|--|--|---------|-----------|-------|--|--|--|
| 1. | Name (Mr/ Mrs/ Miss) | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> SURNAME MIDDLE NAME FIRST NAME </div> | | | | | | | | |
| 2. | Father/husband's Name | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> SURNAME MIDDLE NAME FIRST NAME </div> | | | | | | | | |
| 3. | Date & Place of Birth | <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="display: flex; justify-content: space-between; font-size: small;"> DD MM YYYY </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 55%; border: 1px solid black; font-size: small;">PLACE OF BIRTH</div> </div> | | | | | | | | |
| | Age as on 31-03-2023 | <div style="display: flex; justify-content: space-between; font-size: small;"> YEARS MONTHS DAYS </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> <div style="width: 30%; border: 1px solid black;"></div> </div> | | | | | | | | |
| 4. | Gender: | <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MALE</td> <td>FEMALE</td> <td>OTHER</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | | | MALE | FEMALE | OTHER | | | |
| MALE | FEMALE | OTHER | | | | | | | | |
| | | | | | | | | | | |
| 5. | Marital Status | <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MARRIED</td> <td>UNMARRIED</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | | | MARRIED | UNMARRIED | | | | |
| MARRIED | UNMARRIED | | | | | | | | | |
| | | | | | | | | | | |

| | | |
|-----|--|---|
| 6. | No. of Dependents | |
| 7. | Citizenship | |
| 8. | FNPF Number | |
| 9. | Permanent Residential Address | |
| 10. | Postal Address | |
| 11. | Email Address | |
| 12. | Mobile No | |
| 13. | Telephone No. | |
| 14. | Details of Family /Relatives working in Bank of Baroda | NAME: BRANCH/OFFICE: RELATIONSHIP: |

B. EDUCATIONAL QUALIFICATIONS:

| LEVEL OF EDUCATION | PLEASE TICK THE APPLICABLE |
|--|----------------------------|
| Below Fiji Seventh Form Examination | |
| Fiji Seventh Form Examination Passed | |
| Equivalent to Fiji Seventh Form Examination Passed | |
| Certificate | |
| Diploma | |
| Degree | |
| Above Degree | |

(Give the details of Examination Passed for Fiji Junior Certificate & Above)

| Name of School/College/Institution | Name of Course/Standard Passed | Year of Examination | % of Marks Obtained |
|------------------------------------|--------------------------------|---------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Details of Marks Obtained – Fiji Seventh Form or Equivalent Exam passed

Subject wise % Marks: (Mention any other subject in Blank)

| Subject | % Marks | Subject | % Marks | Subject | % Marks |
|----------|---------|-----------|---------|------------|---------|
| English | | Math | | Accounting | |
| Computer | | Economics | | | |

C. PROFESSIONAL QUALIFICATIONS:

| Name of School/College/University/Institution | Name of Course/Standard Passed | Year of Examination | % of Marks Obtained |
|---|--------------------------------|---------------------|---------------------|
| | | | |
| | | | |
| | | | |

D. WORK EXPERIENCE, IF ANY: (Enclose relevant supporting proof of experience)

| Name of Employer (list last employer first) | Period employed From To | Nature of Work/Position Held |
|---|----------------------------|------------------------------|
| | | |
| | | |
| | | |
| TOTAL NO. OF YEARS OF WORK EXPERIENCE | | |
| NO. OF YEARS OF EXPERIENCE IN FINANCIAL SECTOR (out of Total) | | |
| YEARS OF BANKING EXPERIENCE (out of Total) | | |

E. GENERAL

What do you do in your leisure time? (Sports, Community Work, Service Organization). Please mention special skills/achievement, if any.

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F. LIST ANY OBLIGATION WHICH MAY REQUIRE YOUR ABSENCE FROM WORK

| |
|--|
| |
|--|

G. REFERENCE OF REPUTED PERSONS (2): AT LEAST TWO FROM OTHER THAN RELATIVES

| No. | Name | Occupation | Address | Tel No. |
|-----|------|------------|---------|---------|
| 1 | | | | |
| 2 | | | | |

H. If your application is considered, you may be called to appear for Written Test/ Interview at any one of the following Centre's. Please indicate your choice of centre by tick [✓] in box.

SUVA: ☐ LABASA: ☐ WESTERN DIVISION: ☐

I. I understand that:

1. Candidates are required to have a valid personal email ID and contact no. It should be kept active. Bank may send call letters for aptitude test, interview etc. through the registered email ID.
2. In case candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying. Under no circumstances, he/she should share /mention email ID to/or of any other person.
3. The name of the candidate and his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidate.
4. An application which is incomplete in any respect such as without copies of qualification certificates/ photograph and signature will not be considered as valid.
5. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reason or for any other reason beyond the control of Bank of Baroda.
6. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
7. Bank shall not be responsible if the information/intimation do not reach candidates in case of change in the mobile no, email address, technical fault or otherwise, beyond the control of the Bank.
8. Decision of Bank in all matters regarding eligibility, conduct of interviews other test and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

I hereby certify that

1. I have minimum requisite qualification and meet basic requirements for the above post in the Bank. I also certify that the above information is correct. I understand that if the above information is found to be incorrect or false, my appointment is liable for termination.
2. I have no objection in your verifying the statements I have made on this application form. I am aware that Bank reserves the right to post / transfer me at any of its office / branch. If I am selected I will also abide by the rules and regulations of the bank.

ANNOUNCEMENTS

1. Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for test/interview. The bank reserves the right to call the requisite number of candidate for test/interview after preliminary screening /shortlisting with reference to the candidate's qualification, essential requirement, and suitability etc.
2. The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /interview without assigning any reasons.

PLEASE TICK

| | |
|--|--|
| | I have read all the above terms & conditions and agree to adhere to the same. The above details filled by me are correct and true. |
|--|--|

PLACE: _____

SIGNATURE OF THE APPLICANT: _____

DATE: _____

NAME OF THE APPLICANT: _____