

# **INSTRUCTIONS TO CANDIDATES WHO GET SHORT-LISTED BY THE COMPANY**

## **Shortlisted candidates should :-**

- (1) If interested , please download the Application Form available on the following pages
- (2) Fill it out fully (on the computer itself OFFLINE using MS -Word)
- (3) Affix 3 copies of your latest passport size photograph on the application form.
- (4) Do not leave any sections blank. (If some section does not apply to you, please state "NA").
- (5) Bring 3 copies of the completed Application Form as below and your latest CV to the interview on the dates as given by the ICAI.
- (6) We will be doing a two stage interview process consisting of GDs and personal interviews. We would therefore request all shortlisted candidates to be present at the designated venue at the center by 8.00 am.

**We wish you all success!**



Please affix a copy of your latest photograph here.

## Application for Employment

**NOTE:** Please do not amend/alter the layout of this application form. You are requested to use Arial Font size 9 for filling up the form. All questions need to be fully answered to enable us to process your application. Please state "NA" only in case a particular question does not relate to you.

Only those applications which are complete in all respects can be taken up for further processing.

NAME	
UNIQUE STUDENT REGISTRATION NUMBER	
POSITION APPLIED FOR	Finance Superintendent

**PERSONAL DATA**

Full Name in Block Letters ( Please expand initials )		
First Name	Middle Name	Last Name

Date Of Birth			Place Of Birth	Sex	Nationality
Day	Month	Year			

Mailing Address : ( Please specify date until when you are available at this address)	Permanent Address:
Mobile Number - 1 :	Mobile Number -1 :
Mobile Number - 2 :	Mobile Number - 2 :
Landline Number :	Landline Number :
Email :	Email :

Languages Known	Speak	Read	Write

Name(s) and relationship with any relative(s) in ITC Limited	
Have you applied in the past for a position in any of the Divisions or Group Companies of ITC Limited? If yes, when and for what position?	
Details of any major illness / impairment and/or any operations that you have undergone in the last 5 years	

## **FAMILY DATA**

Father's Name :		Mother's Name :	
Occupation : (provide brief description)		Occupation :	
Address and Telephone No. :			
Marital Status	Single/ Married	Date of marriage (If Married)	Others
Spouse's Name :		Qualification :	
Date of Birth :		Occupation :	

Names of Children :	Date of Birth	Sex

## **REFEREES - ( Please provide 3 – Mandatory )**

Name and addresses of three referees, other than your relatives, to whom we may write.

**(Please note that all 3 names should not be from the same organization / institution. The referees have to be persons who are respected and of some repute eg. School/college principal, partner of your audit firm, senior manager with previous employer/ reputed corporate, senior practicing professionals, gazetted officers, judges etc.)**

Name & Designation	Address & Telephone Nos.	Email Id	How do you know this person?

## **EDUCATION**

(Starting from high school ( Class 10 ) to the present)

Institution (School/College)	Board / University	Degree /Diploma / Certificate	Year Of Passing	Grade / %	Remarks

**Academic Achievements & Awards, Scholarships & Distinctions** – Please specify in chronological order.

Month / Year	Achievements/ Awards/ Scholarships/ Distinctions	Awarded By (institution)

## **OTHER QUALIFICATIONS :**

Name of the Institute & Location	Qualification & Specialisation	Year of Passing	GPA/ %

## **POSTING LOCATION :**

Posting – Anywhere in India (Please indicate Yes or No)	
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**CHARTERED ACCOUNTANCY ( IF APPLICABLE)**

Membership No. : 

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	Month	Year	No. of Attempts	%	Remarks
Final Exam					
Group I					
Group II					
Intermediate/PE-II Exam					
Group I					
Group II					

Firm(s) articulated with (Name / Location & Address )	Dates		Partners	No. of Qualified Assistants	Names of significant clients audited
	From	To			

Industrial Training Firm	Dates		Nature of duties
	From	To	

GMCS Program (whether completed)	Dates		Where Attended	Remarks
	From	To		

<b><u>PROJECTS DONE ( As part of professional qualification / employment )</u></b>
1. What was the major learning from the training/project work ?
2. What were your major recommendations to the organisation ? Give an example of one recommendation made by you that was implemented.
3. Give an example of a recommendation made by you that was not accepted. What is your understanding of why it was not accepted?

## COST ACCOUNTANCY

Membership No. :

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	Month	Year	No. of Attempts	%	Remarks
Final Exam					
Group I					
Group II					
Intermediate Exam					
Group I					
Group II					

Practical Training Name & Address Of Organisation	Dates		Location	Responsibilities / Projects Done
	From	To		

## **COMPANY SECRETARYSHIP**

Membership No. : 

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	Month	Year	No. of Attempts	%	Remarks
Final Exam					
Group I					
Group II					
Intermediate Exam					
Group I					
Group II					

### **Details of Scholarships and other Distinctions (during CA/Cost/CS)**

Scholarships/ Distinctions	Month / Year	Awarded By	Remarks

### **WORK EXPERIENCE [\(Add more as applicable\)](#)**

Organisation : (Name & Address)	Location :
Date : From	To
CTC : Rs./pa	
Position & Nature of Work	Reasons for change

Organisation : (Name & Address) :	Location :
Date : From	To
CTC : Rs./pa	
Position & Nature of Work	Reasons for change



## **EXTRA CURRICULAR ACTIVITIES**

(Describe your Extra Curricular interests/activities and mention the relevant achievements , positions and responsibilities held in school/college/social organisation /interest group)

**ABOUT YOURSELF**

1. What aspects of ITC's Mission and Core Values are in alignment with your own goals and values and how will you realize them in ITC? *(Please visit [www.itcportal.com](http://www.itcportal.com) to know about ITC's Mission and Core Values)*

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2. What do you believe you are best at and how you will contribute in ITC?

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3. Please describe one of your achievements, which you are proud of, and which reflects you "thought leadership" and "execution excellence"?

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4. Describe an incident that has had a deep impact on you and brought about a significant change?

5. **Career goals :**

- What would you like to achieve in your professional career?
- What are the career choices you have before you?
- What are the factors influencing your career choice at present?

6. Write down any question that you would like us to respond to during the interview?

Name :			Organisation :	
<b><u>EXISTING EMOLUMENT PACKAGE</u></b>				
Please indicate your existing emolument package in the following format :-				
			<b><u>Rupees Per Month</u></b>	<b><u>Rupees Per Annum</u></b>
<b>A</b>	<b><u>Monthly Remuneration</u></b>			
A1	Basic			
A2	House Rent Allowance			
A3	Conveyance Allowance			
A4	Supplementary Allowance			
A5	Special Allowance			
A6	Other Allowances (Please specify)			
A7	-----			
A8	-----			
A9	-----			
A10	-----			
	<b>Sub Total ( A1.....A10 )</b>			
<b>B</b>	<b><u>Annual Remuneration</u></b>			
B1	Performance Bonus/Variable Pay (recd. last year)			
B2	Leave Travel Assistance			
B3	Others, Please specify :-			
B4	-----			
B5	-----			
	<b>Sub Total (B1.....B5)</b>			
	<b>TOTAL REMUNERATION (A + B)</b>			
<b>C</b>	<b><u>Retiral Benefits</u></b> (indicate % by employer)			
C1	Provident Fund (Whether Govt / Company)			
C2	Gratuity			
C3	Pension (Whether Contributory / Non Contributory)			
C4	Superannuation Scheme			
	<b>Sub Total(C1....C4)</b>			
	<b>TOTAL COST TO COMPANY (A+B+C)</b>			

	<b>D</b>	<b><u>Other Benefits</u></b>		
	D1	Company provided Accomodation / Maintenance		
		Unfurnished / Furnished; If furnished provide details		
	D2	Housing Loan		
	D3	Car Loan		
	D4	Furniture Loan		
	D5	Medical Assistance - Please give brief details		
	D6	List of Fixed Assets provided by the Company		
	i			
	ii			
	iii			
	D7	Company Car / Vehicle - Please give brief details		
		Petrol-Litres		
		Car Maintenance		
		Driver		
		Car Insurance & Road Tax		
	D8	Please provide details of any other benefits not included in the above list		
	<b>Notes</b>			
		<b>We would ask for proof of remuneration / pay slip at the final stages of Selection</b>		