

**BIO DATA SHEET**

Post - Assistant

Roll. No. \_\_\_\_\_

Category: GEN/SC/ST/OBC/PWD-HI/VI/OH/EXS (Please tick)

Space for  
PhotographName in full : SHRI/SMT/KUMARI  
(in CAPITAL LETTERS) (First Name) (Middle Name) (Surname)Father/Husband's name : \_\_\_\_\_  
& Occupation \_\_\_\_\_Present address in full : \_\_\_\_\_  
for correspondence : \_\_\_\_\_  
: \_\_\_\_\_  
(Pin Code) \_\_\_\_\_

E-mail ID 1. : \_\_\_\_\_

E-mail ID 2. : \_\_\_\_\_

Mobile : No.1 \_\_\_\_\_ Mobile No.2 \_\_\_\_\_

Residential Tel. No. with STD Code: \_\_\_\_\_

Permanent home address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
(Pin Code) \_\_\_\_\_Date of Birth: \_\_\_\_\_ Age as on : 01.07.2015: \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(Years Months)

Native Place: \_\_\_\_\_ State of Domicile: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_ No. of Children \_\_\_\_\_

If SC/ST/OBC, please name the SC/ST/OBC community: \_\_\_\_\_  
Community NameLanguage Known: (1) Regional Language \_\_\_\_\_  
(2) Mother tongue \_\_\_\_\_  
(3) Other Languages (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_**ACADEMIC QUALIFICATIONS**

Examination passed	Subjects offered	Year of passing	Name of School/College/University attended	Class or Division

(Please attach a separate sheet if additional information on qualification is desired to be furnished)

**PROFESSIONAL QUALIFICATIONS**

Examination passed	Subjects offered	Year of passing	Name of Institution/University	Class or Division

Academic distinctions, prizes, scholarships, etc: \_\_\_\_\_

Are you pursuing further studies: YES/NO Full/Part time: Semester \_\_\_\_\_

If yes, give details : \_\_\_\_\_

Contd.....2

**BIO DATA SHEET**

**INSURANCE QUALIFICATIONS IF ANY:**

Examination passed	Year of passing	Name of Institution

**PAST & PRESENT EMPLOYMENT (To be furnished in details)**

Name & full address of employer(s)	Designation/post held	Period		Scales & pay drawn	Reason for leaving
		From	To		

Notice period required to join \_\_\_\_\_ days.

If selected preference of posting (other than your City)

1)	2)	3)
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(Names of any 3 Cities may be provided in order of preference. However, Company would in no way be obliged to post the candidate in any of the preferred places)

The candidates are advised to satisfy themselves before they appear for the Computer Proficiency Test that they fulfill the requirement as to age, qualification, etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing for the Computer Proficiency Test will not automatically confer any right of being selected for the said post.

**DECLARATION**

1. I hereby declare that the information given by me above is complete and correct and if found false, suppressed or incomplete, either at the recruitment stage or at any time during the course of the employment, I may be disqualified and my services would be liable to be terminated forthwith without any notice.

2. I also hereby declare that I wrote the examination on the basis of which I have been short-listed for Computer Proficiency Test and no other person wrote the examination on my behalf and if found false, at any time during the course of the employment, I may be terminated from my services and would be liable for prosecution without any notice.

**Reproduce the above text in your own handwriting in presence of the verifying officer in any one of the 2 data sheet:**

Date:  
Place:

\_\_\_\_\_  
Signature of candidate