

Advertise No:

Date:

## BIO-DATA FOR THE POST OF .....

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

14. Work Experience	
15. Proficiency in Computers, details may be given.	
16. Details of Exam Passed	
17. Any other relevant details	

Date:

Place:

**(Signature of the Applicant)**

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

**Signature of the Head of Department (with Stamp)**