**BIODATA**

|  |  |  |
| --- | --- | --- |
|  | Name in full (Shri/Smt/Ms) |  |
|  | Present Post held |  |
|  | a) Permanent Address |  |
| b) Present Address |  |
|  | Date of Birth |  |
|  | Qualifications   1. Educational 2. Professional |  |
|  | Office to which the applicant belongs:   1. Parent Office 2. Present Office |  |
|  | Whether belongs to SC / ST |  |
|  | Date of entry into Government Service |  |
|  | Post & Date of entry into IA&AD |  |
|  | Whether confirmed in the entry grade |  |
|  | Date of Promotion to the current post |  |
|  | Proficiency in computers, Details may be given |  |
|  | Work experience (in dealing with court / legal matters) | Separate sheet may be attached, if required |
|  | Present Pay Level and Pay |  |
|  | Mobile Number and official email ID |  |
|  | 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 the Office)**