

**Office of the Principal Accountant General (A&E),
Andhra Pradesh, Vijayawada
Bio-Data for the Post of Legal Assistant**

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post held	
3.	a) Permanent Address b) Present Address	
4.	Date of Birth	
5.	Qualifications i) Educational ii) Professional	
6.	Office to which the applicant belongs: i) Parent Office ii) Present Office	
7.	Whether belongs to SC/ST	
8.	Date of entry into Government Service	
9.	Post& Date of entry into IA&AD	
10.	Date of entry to the current post	
11.	i) Whether probation period completed? ii) Number of years completed in the grade	
12.	Work experience and period of handling legal cases in legal cell	
13.	Proficiency in computers, Details may be given	
14.	Present Pay Level and Pay	
15.	Mobile Number and official email ID	
16.	Any other relevant details	

Date:

Place:

(Signature of 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 Department (With Stamp)