

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name	
2. Designation	
3. Date of Birth	
4. (a) Permanent Address (b) Present Address	
5. Qualification (i) Educational (ii) Professional	
6. Name of the office to which the officer/ official belongs (i) Present office: (ii) Office in which working at present:	
7. Whether the officer/official belongs to SC/ST. If yes, please mention category	
8. Date of entry into Government Service	
9. Date of entry in IA&AD	
10. Date of promotion to the post	
11. (a) Whether probation period completed or not (b) Number of years completed in the grade	
12. Mobile number and email ID	
13. Present Pay Level and Pay	
14. Work Experience and period of handling legal cases in legal section.	
15. Details of handling legal cases	
16. Any other relevant details	
17. Proficiency in computer (Details may be given)	

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars 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)