

<b>BIODATA FOR THE POST OF LEGAL ASSISTANT</b>	
Name	
Designation	
Date of Birth	
Qualification	
Name of the office	
Category	
Date of entry in to Government Service	
Date of entry in IA&AD	
Date of promotion to the post	
Whether probation period completed or not	
No. of years completed in the grade	
Mobile No. & official E-mail ID	
Present Pay Level & Pay	
Work Experience and period of handling	
Legal cases in legal section	
Proficiency in Computer	
Any other experience	

**Signature of the Candidate**