

Advertise No....

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)

Signature of Candidate

Certificate to be given by the Head of the Office

1. It is certified that—.....
2. The information furnished by..... is correct as verified from the records of this office
3. No Disciplinary/Court/Vigilance case is pending / contemplated against his her
4. The service record of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. Certified that no Major/Minor penalty was imposed upon the official during his /her service period.
6. Photocopies of his/her APARs/Gapsheets for the last 5 years duly attested by official are enclosed.

Signature of Head of the Office