

I/399306/2023

Advertise No:

Date:

**BIO-DATA FOR THE POST OF .....**

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification  i. Educational: ii. Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

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14. Work Experience	
15. Proficiency in Computers, details may be given.	
16. Details of Exam Passed	
17. 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 Department (with Stamp)**