

## **BIO DATA FORM**

(To be filled in by the candidate in his / her own handwriting)

### **POST APPLIED FOR:**

(For office use only)

Affix your  
recent  
passport  
sized color  
photo and  
sign it across

**1. NAME** Mr./ Mrs./Ms. \_\_\_\_\_  
(IN CAPITAL LETTERS) First Name Middle Name Last Name

**2. DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/19\_\_\_\_  
DD MM YY

**3. ADDRESS FOR COMMUNICATION:**  
(With PIN CODE in CAPITAL LETTERS)

**4. PLACE OF DOMICILE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Village/Locality District State

5. a) Telephone No. (with STD Code]  
b) Mobile No., if any  
c) E-mail Id

### **6. FAMILY DETAILS:**

	Name	Date of Birth	Education	Occupation
Father				
Mother				
Spouse				
Children				

### **7. ACADEMIC DETAILS\*** (starting from Secondary Exam (10<sup>th</sup>))

No.	Examination Passed	Year of Passing	Board/University/Institution	Marks (%)	Principal & Subsidiary Subjects	No. of Attempts

*\* Till graduation 10+2+3 format is mandatory. Graduation shall be from a UGC recognized University through regular classroom course. Open University/ part time/ correspondence not eligible.*

### **8. LANGUAGE PROFICIENCY:**

No.	Language	READ	WRITE	SPEAK
1				
2				
3				
4				

### **9. OTHER ACHIEVEMENTS** (details of competitions won to be given, if any):

No		Award /Certificate/ Scholarship Won	Proficiency in Games / Sports	Proficiency in literary work/ art/ culture
1	SCHOOL			
2	COLLEGE			
3	UNIVERSITY			
4	PROFESSIONAL COURSE			

**10. EXTRA-CURRICULAR ACTIVITIES:**

1	HOBBY	
2	CADET MEMBERSHIP (scout NCC/NSS/Other)	
3	OTHER INTERESTS, IF ANY	

**11. PLACES WHERE YOU HAVE STAYED IN LAST 5 YEARS:**

No	Place (with State)	From	To

**12. DETAILS OF JOB EXAMS / INTERVIEWS TAKEN (in last 2 years)**

No.	Name of Organization	Position	Exam Date	Result

**13. PAST EMPLOYMENT EXPERIENCE:**

No.	Organization	Position	From	To	Gross Monthly Pay* (in Rs.)	Place	Reason for Leaving

*\*Please attach copy of last drawn pay slip*

14. Expected CTC:

15. Time needed to join, if selected

16. References with designation /mobile no./ phone no./ official e-mail id

a) \_\_\_\_\_ b) \_\_\_\_\_

17. Whether you are known/related to anybody working in any Repco Institution (if yes, give details):

18. Source from where you came to know about this opening:

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge & belief. I also declare that I have not used/will use any influence or have extended/will extend any benefit to anybody to get this position. I also authenticate that I've done my graduation in 10+2+3 format from an UGC recognized university through regular classroom course. In case any of the above information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE