

Bio-Data

Note: Attach copy of CV / Resume / Bio-data

Application for post of		Application date:	
Application through	☐ Advertisement ☐ Referral		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: _____		

Personal Details:

Full Name			
Age	_____ years	Date of Birth	/...../.....
Fathers Name			
Address for Correspondence			
Mobile no.		Email id	
Permanent Address			
Aadhar number		Category	SC / ST / BC / Open

Education:

Name of P.G. Course			
Specialization			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Name of Degree Course			
Specialization			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Diploma Course			
Name of college			
Location		Percentage marks	
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Name of school			
Location		Percentage marks	
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Description of other courses or diploma	

Computer Skills:

MS Office	☐ Good ☐ Average ☐ Poor
MS Word	☐ Good ☐ Average ☐ Poor
MS Excel	☐ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☐ Average ☐ Poor ☐ N.A.
Email	☐ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father				
Mother				
Wife / Husband				
Son / Daughter				
Son / Daughter				
Son / Daughter				
Brother / Sister				
Brother / Sister				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No
Expected Salary		
Earliest date of joining		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name		Company	
Mobile:	Designation		Your Relation	
Surety 2:	Name		Company	
Mobile:	Designation		Your Relation	

Commitment:

Can you commit to work for a minimum of 2 years?	☐ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field	
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Name of Company					
Duration of employment	____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
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Ask for additional sheets if required.