

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 ____
AD 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 (10th))

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				

8A. Preferred Location as per order of Priority:

Sl No	Location
1	
2	
3	

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 (3 months) and Relieving Letters of previous company.

14. Expected CTC:

15. Notice Period to be served(not applicable for Freshers):

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. I also declare that there is no pending disciplinary action against me as on date and I have not been punished under disciplinary proceedings in last 5 years. 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