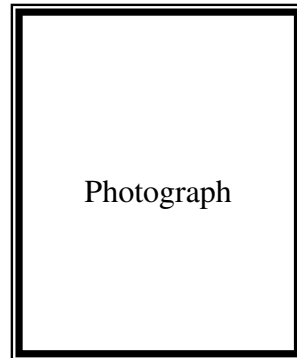


Personal BIO-Data Form

Name: _____

Post Applied for: _____



INSTRUCTIONS:

It is mandatory for you to complete the form in all respects before you come for interview. The information you provide must be complete and correct and the same shall be treated in strict confidence.

The details on this form will be used for official requirements should you join the organisation.

INDIAN STEEL AND WIRE PRODUCTS LIMITED

(A Subsidiary of Tata Steel)

Indranagar, Jamshedpur – 831008

Jharkhand

Phone : 0657 2270343, Fax : 0657 2273225

PERSONAL PROFILE

Name (Last, First, Middle) :

Father's/Husband's Name :

Permanent address:

Address for communication:

Home phone number:

Office phone number:

E-mail address:

Pan number:

Date of birth:

Place of birth:

Nationality:

Marital status:

Caste : SC / ST / OBC / Genl.

Details of Children, if any

Boy (.....) Girl (.....)

Sex:

Blood Group:

Academic Qualification

Course	Name of School/ College/ University	Main Subject	Years	Class & %age of marks

Professional Qualification

Course	Name of College/ Institution/ University	Main Subject	Years	Class & %age of marks

Academic achievements (Prizes/Scholarships/Awards won)

--

Total Experience:(in years).

Details of Experience**Employment History**

List down Present and immediate past employment details (Pl complete this section even if you are attaching a resume).

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		From	To	Job Responsibilities
	Address				1. 2.
	Starting Designation	Ending Designation	Starting Salary	Ending Salary	3.
					4.
	Immediate Superior's Name : Designation : Mobile No : Email Address :				5.
	Reason(s) for leaving				
What are your major contributions to this company or its customers?					
.....					
2.	Employer		From	To	Job Responsibilities
	Address				1. 2.
	Starting Designation	Ending Designation	Starting Salary	Ending Salary	3.
					4.
	Immediate Superior's Name : Designation : Mobile No : Email Address :				5.
	Reason(s) for leaving				
What were your major contributions to this company or its customers?					
.....					

Detail of Previous Employments Other than above (if applicable)

Sl No	Name of the Organization	Year		Designation	Job Responsibilities	CTC
		From	To			

Detail of missing years in experience (if any)

Period		Reason
From	To	

Membership of any professional body/association:

Body / Association	Nature of membership (eg. Life / individual, etc.)

Specialized Training Undergone: Please don't mention routine courses.

Course	Period / duration	Institution

Please draw the relevant part of your Organisation Chart to specify the reporting relationship between you, your superiors and subordinates (*highlight your position*).

Language proficiency: Please indicate proficiency level

<u>Languages known</u>	<u>Fluent</u>	<u>Good</u>	<u>Fair</u>
Speak			
Read			
Write			

If you are hired, what value would you add to our company?

Employment Application

Additional Information

Have you ever been employed or interviewed by this company before? Yes No
 If Yes, when?

Do you have any friends or relatives employed in this company? Yes No
 If Yes, please provide their names and relationship with you:

**Time required to join in case selected -
 Probable Date of Joining -**

References: List two persons (not relative) who have knowledge of your work performance

Name		Occupation	
Company name		Address	
Telephone		E-mail	

Name		Occupation	
Company name		Address	
Telephone		E-mail	

Why would you like to join ISWP? (Max 200 words)

Why should you consider yourself fit to be hired by ISWP? (max 200 words)

DETAILS OF COMPENSATION

Please attach latest salary slip as proof

Particulars (Rs. Per month)	Present	Expected	Remarks (if any)
Basic			
Spl Allowance			
DA			
Washing Allowance			
Children Education Allowance			
Servant Allowance			
Magazine Allowance			
Conveyance Allowance			
Car Maintenance			
Medical Allowance			
LTA			
Bonus/ Ex-gratia			
PF			
Superannuation			
Any Other Allowance (Pl specify)			
Project Allowance			
Incentive			
Variable Pay			
HRA			
Total Gross (Per Month)			

Other Perks: (With approx. value)

1			
2			
3			
4			
Total Value of Perks (Per Month)			

Total CTC (Per Annum)			
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I certify that the facts stated in this document are true and correct to the best of my knowledge and belief.

Signature of the Candidate

Date :



AUTHORISATION TO CONDUCT PRE-EMPLOYMENT SCREENING

All the information furnished by me in the personal Bio Data Form is true to the best of my knowledge. I hereby authorize the company or any third party retained by them to make inquires, either by written communication, by telephone, online, or in person to any former employer, government agency, educational institution, state police, military establishment or any other persons or institutions knowledgeable of my background as to my prior history, work experience, nature of duties, CTC, performance levels, reliability, responsibility, honesty and any other measures of my character or personality.

A Photostat, or any other copy, of this instrument bearing my signature or forwarded from my e-mail address, shall be equally legally valid as the original.

Signature of the candidate

Date :