

## **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 (Details)				

**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	English			
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 Salary * (in Rs.)	Place	Reason for Leaving

*\* pl 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./ e-mail id

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

17. Whether you are known/related to anybody working in Repco Group of Institutions (if yes, give details)

I hereby declare that the above information is correct. 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 information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE