

# BIO-DATA

Post applied for: [Post name] | Advt. No.: [Advertisement no.] | Roll / Reg. No.: [Number]

Affix recent  
passport-size  
photograph

## PERSONAL DETAILS

|                           |                                                                |
|---------------------------|----------------------------------------------------------------|
| Name (in capitals)        | [AS IN 10TH CERTIFICATE]                                       |
| Father's / Husband's Name | [Full name]                                                    |
| Mother's Name             | [Full name]                                                    |
| Date of Birth             | [DD/MM/YYYY] (Age: [ ] years as on [cut-off date])             |
| Gender / Marital Status   | [Male / Female] / [Unmarried / Married]                        |
| Category                  | [General / OBC (NCL) / SC / ST / EWS] PwBD: [Yes / No]         |
| Nationality / Religion    | [Indian] / [Religion]                                          |
| Permanent Address         | [Village/House no., post office, tehsil, district, state, PIN] |
| Correspondence Address    | [Same as above / full address]                                 |
| Mobile / Email            | [+91 XXXXX XXXXX] / [yourname@email.com]                       |

## EDUCATIONAL QUALIFICATIONS

| Examination          | Board / University       | Year   | Subjects            | % / CGPA | Division  |
|----------------------|--------------------------|--------|---------------------|----------|-----------|
| 10th / Matric        | [Board]                  | [YYYY] | [Subjects]          | [%]      | [1st/2nd] |
| 12th / Intermediate  | [Board]                  | [YYYY] | [Stream]            | [%]      | [1st/2nd] |
| Graduation           | [University]             | [YYYY] | [Degree & subjects] | [%]      | [1st/2nd] |
| [PG / Diploma / ITI] | [University / Institute] | [YYYY] | [Subjects]          | [%]      | [1st/2nd] |

## WORK EXPERIENCE (IF ANY)

| Office / Organisation | Post Held | From      | To        | Nature of Duties |
|-----------------------|-----------|-----------|-----------|------------------|
| [Organisation name]   | [Post]    | [MM/YYYY] | [MM/YYYY] | [Main duties]    |

## OTHER DETAILS

|                                  |                                                                        |
|----------------------------------|------------------------------------------------------------------------|
| Computer Knowledge               | [e.g. CCC / O-Level, MS Office] Typing: [ ] wpm English, [ ] wpm Hindi |
| Languages (Read / Write / Speak) | [Hindi: R/W/S] [English: R/W/S] [Regional: R/W/S]                      |
| NCC / NSS / Sports               | [Certificate and level, if any]                                        |
| Identification Mark              | [e.g. mole on left cheek]                                              |

## DECLARATION

I hereby declare that all the statements made in this biodata are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled.

Place: [City]

Date: [DD/MM/YYYY]

([Your full name])

**Signature of the candidate**