**FORMAT FOR BIO-DATA**

**(Position as on )**

**(Fill up in Block Letter)**

1. **Name of the Officer / Employee :**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **Father’s Name**

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1. **Mother’s Name**

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1. **Date of birth (dd/mm/yyyy)**

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1. **Date of joining in the Bank (dd/mm/yyyy)**

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1. **Appointed in the bank as**

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| --- |
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1. **Promotion Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Designation / Scale** | **Promoted to Designation / Scale** | **Date of promotion** |
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1. **Category (Please tick in the appropriate box)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GEN** | **OBC** | **SC** | **ST** | **EWS** |

1. **Blood group**

|  |
| --- |
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1. **Identification Mark**

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| --- |
|  |

1. **Contact No**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1)** |  |  |  |  |  |  |  |  |  |  |
| **(2)** |  |  |  |  |  |  |  |  |  |  |

1. **E-mail Id**

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1. **PAN No.**

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1. **Aadhar No.**

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1. **EPF No.**

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1. **NPS-PRAN No.**

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1. **Present Address**

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| --- | --- | --- | --- |
| **House No. / Flat No** |  | | |
| **Building / Landmark** |  | | |
| **Locality** |  | | |
| **Village / Town** |  | **Dist.** |  |
| **P.O.** |  | **State** |  |
| **P.S.** |  | **PIN** |  |

1. **Permanent address**

|  |  |  |  |
| --- | --- | --- | --- |
| **House No. / Flat No** |  | | |
| **Building / Landmark** |  | | |
| **Locality** |  | | |
| **Village / Town** |  | **Dist.** |  |
| **P.O.** |  | **State** |  |
| **P.S.** |  | **PIN** |  |

1. **Marital status**

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| --- | --- |
| **Married** | **Unmarried** |

**If married,**

|  |  |
| --- | --- |
| 1. **Date of marriage** |  |
| 1. **Name of spouse** |  |
| 1. **Date of birth of spouse** |  |
| 1. **Occupation of spouse** |  |

1. **Whether any of the family member is working in the Bank**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If yes,**

|  |  |
| --- | --- |
| 1. **Name** |  |
| 1. **Relationship** |  |
| 1. **Designation** |  |
| 1. **Place of posting** |  |

1. **Educational qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Examination passed** | **Name of Institution / Board / University** | **Year of passing** |
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1. **Professional qualification**

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| **Sl. No.** | **Examination passed** | **Name of Institution / Board / University** | **Year of passing** |
| **1.** | **JAIIB** |  |  |
| **2.** | **CAIIB** |  |  |
| **3.** | **Others** |  |  |

1. **Area of specialization (banking) (if any)**

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| --- | --- |
| **Sl. No.** | **Particulars of specialization** |
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1. **Co-curricular activities (if any) and Details of participation at Dist. / State / National Level (if any)**

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| --- | --- |
| **(a)** |  |
| **(b)** |  |

1. **Details of training attended so far (if necessary separate sheet may be enclosed)**

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Institution** | **Name of the Programme** | **Period of training** | |
| **From** | **To** |
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1. **Preferences in area of interest to work**

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| **Sl. No.** | **Preferences** | **Areas of work** |
| **1.** |  | * **Marketing, Sales & Operations** * **Credit & Risk Management** * **Human Resource Management (HRM)** * **Finance & Accounts** * **Information Technology** * **Law** |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

1. **Particulars of the Branch / Office where posted since joining in the Bank (if necessary separate sheet may be enclosed)**

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| **Sl. No.** | **Name of the Branch / office** | **Period of service** | | **Posted as** |
| **From** | **To** |
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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Officer / Employee**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Particulars of the Branch / Office where posted since joining in the Bank (if necessary separate sheet may be enclosed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Branch / office** | **Period of service** | | **Posted as** |
| **From** | **To** |
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1. **Dependent list:**

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| --- | --- | --- | --- | --- | --- | --- |
| **SL NO** | **NAME** | **RELATION** | **DATE OF BIRTH** | **AGE** | **OCCUPATION** | **MONTHLY INCOME** |
|  |  |  |  |  |  |  |
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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Officer / Employee**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**