

**BIO-DATA FOR DEPUTATION IN
HARYANA KAUSHAL ROZGAR NIGAM LIMITED**

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|-----|--|-------------------------------|------|----|---|
| 1. | Name of Applicant | | | | |
| 2. | Post applied for | | | | |
| 3. | a) Present post held (whether regular, ad-hoc or on deputation basis). | Post: | | | |
| | | Place of Posting: | | | |
| | | Department: | | | |
| 3. | b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade. | | | | |
| 4. | Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay) | | | | |
| 5. | Date of getting the present pay scale on regular basis. | | | | |
| 6. | Date of Birth | | | | |
| 7. | Date of entry into Govt. service | | | | |
| 8. | Date of Retirement | | | | |
| 9. | Office Address | | | | |
| 10. | Applicant's Phone | | | | |
| 11. | E-mail address | | | | |
| 12. | Educational Qualification: | | | | |
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| 13. | Position held since entry into service (in chronological order) | | | | |
| | Designation & Place of posting | Scale of Pay (pre-revised) | From | To | Whether post held on regular or ad-hoc basis. |
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| 14. | Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/ Organization. | |
| 15. | Describe the responsibilities of post held by you in your career. | 1. Name of Post: |
| | | 2. |
| | | 3. |
| 16. | Whether you are comfortable to work on computer | MS Word Yes/No |
| | | MS Excel Yes/No |
| | | Power Point Yes/No |
| 17. | How do you think that you are most suitable for this post. (Please describe in 150 words) | (Attached separate sheet) |
| 18. | Please attach the copy of Appreciation letters if received in your service career. | |
| 19. | Any commendable achievements during Govt. Service. | |
| 20. | Any Other | |

Date:

Signature of the Candidate

For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to CEO, HKRNL for consideration.

Signature of HoD/Appointing Authority
along with Stamp