

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

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:				
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.

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