

BIO-DATA FORM

(To be returned to DOFA Office)

The particulars and documents listed below are required for completion of service records at this Institute. This is one of the essential requirements for absorbing/confirming a member of staff in permanent service.

1.	Name in full (IN BLOCK LETTERS)	Surname	First Name	Middle Name		
2.	Full Permanent Home Address (IN BLOCK LETTERS)					
3.	Local address in Kanpur (Please notify changes, if any, from time to time)					
4.	Father's Name (and also Husband's Name in the case of a woman employee, If married) and their residential addresses.					
5.	Nationality	INDIAN	IOC	PIO	Others	
6.	If any member of Scheduled Caste /Scheduled Tribe. Particulars of Caste/Tribe (check which is applicable (v))	GEN	SC	ST	OBC	PH
7.	Date of Birth by Christian Era	DD/MM/YYYY				
8.	Place of Birth					
9.	Educational Qualifications (Please Indicate the Universities/Institutes which awarded Degrees/Certificates	<u>DEGREE</u>	<u>YEAR OF PASSING</u>	<u>UNIVERSITY/INSTITUTE</u>		
10.	Field of Specialization					
11.	Exact height by measurement (without shoe)					
12.	Personal mark for identification (if any)					
13.	Home Town					
14.	Email					
15.	Emergency Contact Number					
16.	Blood Group					

Signature : _____
Designation : _____
Department : _____
P.F. No. : _____

Dated:

Please send Certificates in original along-with a copy of each in support of your age and educational qualifications etc. The originals will be returned after verification.