

**RAJYA SABHA SECRETARIAT**

**BIODATA FORM**

(To be filled in by the candidate in his/her own handwriting)

Recent colored  
Passport size  
Photograph

- 1- Name of the Post:.....
- 2- Roll No. : .....
- 3- Date of Document Verification:.....
- 4- Name (In Block Letters) (as written in Application Form) :.....  
.....
- 5- Gender (Male/Female): .....
- 6- Date of Birth: 

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 Day 

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|  |  |
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 Month 

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|--|--|--|--|
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|--|--|--|--|

 Year
- 7- Age as on 18<sup>th</sup> August, 2017: ..... Years ..... Month(s) .....Day(s)
- 8- Category to which you belong (GEN./SC/ST/OBC):.....
- A- In case of OBC, whether non-creamy layer status existed as on 18<sup>th</sup> August, 2017 (Yes/No):.....
- 9- Whether Persons with disability (Yes/No): .....
- A- If yes, type of disability: .....
- 10- Whether Ex-servicemen (Yes/No): .....
- A- Whether released on own request (Yes/No): .....
- B- Length of Military Service: ..... Years ..... Month(s) .....Day(s)
- 11- Marital Status (Un-married/ Married): .....
- 12- Father's/Husband's Name (Shri/Smt.):.....

13 (i)- Present Address: .....

.....

.....

E-mail address: .....

Mobile No.: .....

(ii)- Permanent Address: .....

.....

.....

14- **RECORD OF EDUCATIONAL QUALIFICATION**

| Sl. No | Name of Class/<br>Degree<br>(beginning with<br>class 10 <sup>th</sup> ) | School/College/<br>Institution | Board/<br>University | Year of<br>Passing | Class/<br>Division | % of<br>Marks | Subjects studied |
|--------|---|--------------------------------|----------------------|--------------------|--------------------|---------------|------------------|
| 1      |   |                                |                      |                    |                    |               |                  |
| 2      |   |                                |                      |                    |                    |               |                  |
| 3      |   |                                |                      |                    |                    |               |                  |
| 4      |   |                                |                      |                    |                    |               |                  |
| 5      |   |                                |                      |                    |                    |               |                  |
|        |   |                                |                      |                    |                    |               |                  |
|        |   |                                |                      |                    |                    |               |                  |

15- A. Date of acquiring of essential education qualification: .....

B. Whether essential education qualification has been acquired on or before 18<sup>th</sup> December, 2017

(Yes/No):.....

16- **Details of work experience, if any:**

| Sr. No. | Designation | Name of Organization (with address) and period of service | Duties in Brief | Scale of pay |
|---------|-------------|---|-----------------|--------------|
| 1       |             |   |                 |              |
| 2       |             |   |                 |              |
| 3       |             |   |                 |              |
| 4       |             |   |                 |              |
|         |             |   |                 |              |

17- Whether age relaxation sought on account of Govt. Service/in service of the Lok Sabha Secretariat/

Rajya Sabha Secretariat (Yes/No):.....

A- Length of regular and continuous service in Govt. / Lok Sabha Secretariat/Rajya Sabha

Secretariat as on 18<sup>th</sup> August, 2017: ..... Years ..... Month(s) .....Day(s)

B- Whether presently in regular employment of the Govt./Lok Sabha Secretariat/Rajya Sabha

Secretariat (Yes/No): .....

**Date :**

**Place :**

**Signature of Candidate**

**FOR OFFICE USE ONLY**

**Check list for document verification**

- (i) ☐ Bio-Data Form;
- (ii) ☐ Matriculation/10<sup>th</sup> Passing Certificate;
- (iii) ☐ Marksheet of Matriculation/10<sup>th</sup> ;
- (iv) ☐ Intermediate/Class 12<sup>th</sup> Pass Certificate;
- (v) ☐ Marksheet of Intermediate/Class 12<sup>th</sup>;
- (vi) ☐ Degree/Provisional Certificate of Graduation;
- (vii) ☐ Marksheets of Graduation;
- (viii) ☐ Certificate for SC/ST/OBC/PwD/Ex-Serviceman/Govt. Servant/Lok Sabha/Rajya Sabha Secretariat  
Employee in the prescribed format, if any;
- (ix) ☐ No Objection Certificate from employer, if employed in service of Govt./Public Enterprises;
- (x) ☐ Other documents, if any.

**Remarks, if any:**

(Signature of AEOs)  
**RECRUITMENT CELL**

(Signature of AEOs)  
**PERSONNEL SECTION**