



ISO 9001,14001
OHSAS 18001

PERS-07/F-02

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(**A Government of India Enterprise**)
BROOKLAND COMPOUND :: LOWER NEW COLONY :: SHILLONG

PERSONAL BIO-DATA OF CANDIDATE (FOR EXECUTIVES ONLY)

1. Employment Advertisement No :	PLEASE AFFIX YOUR PASSPORT SIZE PHOTOGRAPH HERE
2. Position Applied for :	
3. Scale of Pay :	

3. Name (BLOCK LETTERS)

SURNAME :

NAME :

a) Present Address :

b) Permanent Address :

Pin Code : _____

Nearest Railway Station : _____

Telephone No: (Office) _____ (Res) _____ (Mob.) _____

email: _____

4(a)

Date of Birth	Place of Birth	State of Domicile with Mother Tongue	Nationality

b) Age (Certificate to be attached) : _____.

5. Married/Unmarried

If Married, No. of Children : 1) _____ (2) _____

6. a) Father's/Husband's Name & Address :

b) Occupation : (State last Occupation)

7. a) Do you belong to:-

Scheduled Caste. ☐ Scheduled Tribe. ☐ O.B.C. ☐ PwD. ☐ Ex. S.M. ☐

☒ Tick whichever applicable.

Please attach attested copy of the Certificate in the Govt. of India prescribed form obtained from the District Magistrate in support of your Sub-Caste Claim & for PwD category from Competent Authority.

b) Religion :

c) Community :

Contd...P-2

8. Particulars of Educational and Professional Qualifications (from High School Onwards)

Examination Passed	University/ Institute	Duration of Course	Year of passing	Class/ Divn.	% of marks	Major subject/ field of study

9. Details of Research Work/ Papers/ Publication if any :

10. Academic or Professional Award/Honours/Special Achievement :

11. Any special Training Programmes attended :

Name of the Course	Duration	Name of the Institution	Main contents of the course

12. Membership of Professional Institutions & Associations :-

13. Particulars of language which you can Read, Write or Speak. (Please Underline the language which is your Mother Tongue)

Read Only	Speak Only	Read & Speak	Read, Write & Speak	Exam passed/ Standard proficiency attained

14. Details of employment particulars in chronological order.(Separate Sheet may be attached if required)

Name of the Organisation with complete address (mention whether Public/Private Sector)	Designation of post Held	Period of Employment.	Scale Of Pay	Total Emoluments drawn	Exact Nature of duties	Reason of leaving

15. Salary details of present position held as on the date of application.

Designation of post	Grade	Basic Pay	Special pay/ Allowance	DA/ ADA	CCA	HRA	Bonus	Any other cash allowances	Gross earning P.M.

16. If presently on deputation, please indicate the present Office, Post held, Basic Pay & Scale of pay.

17. Minimum Gross Salary expected in the present position applied for:

18. If selected, how much time would you require to join :

19. Have you been outside India, if so please give details:

Country visited	Date of Visit	Duration of visit	Purpose of visit

20. Reference of two persons not related to you, who are well acquainted with your background and Character.

Name Address Occupation .

21. a) Have you ever been arrested ? Yes/No
- b) Have you ever been prosecuted ? Yes/No
- c) Have you ever been pond down ? Yes/No
- d) Have you ever been kept under detention ? Yes/No
- e) Have you ever been fined by a Court of Law ? Yes/No
- f) Have you ever been arrested by a Court of Law of any Office ? Yes/No
- g) Have you ever been debarred from any examination or restricted by any University or any other excational Authority/Institution ? Yes/No
- h) Have you ever been debarred/disqualified by the Public Service Commission from appearing Examination/Institution ? Yes/No
- i) If any case pending against you in any caourt of law at the time of filling up this Attestation form ? Yes/No

- j) If any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation ? Yes/No

If the answer to any of the above mentioned question is “YES” give full particulars of the case/ arrest/detention/conviction/sentence/Punishment etc. and or the nature of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.

Note: Specific answer to each question should be given by striking out “ YES” or “NO” as the case may be.

22. In case you have applied for any position in NEEPCO earlier, Please mention :

- i) Position applied for & Date of Application :
ii) Scale of pay of the post applied for :
iii) Date of interview if called for :

23. Please attach a resume (not more than 150 words in own handwriting) as to why you consider your-Self suitable for this post. Any other relevant details/information, not covered above, tha you wish to furnish.

24. Additional information not covered by and which you wish to mention/bring out :

25. Extra curricular activities (Certificates in support thereof to be enclosed)

- a) Drama/ Music/ Debate, etc. :
b) Games & Sports :

26. Are you related to any one in NEEPCO ?

I, do hereby certify that the particulars as furnished by me in this Bio-data from are true, correct and complete in all respect. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/or incomplete, my appointment in the Corporation may be terminated without notice.

Date : _____

Place : _____

Full Signature of the applicant

Bank account details

Name of the candidate	
Name of Bank with Branch name and Address	
Account No	
IFSC Code	