

## Biodata format

**Name** :

**Age** :

**Date of birth** :

**Address for communication:**

**Phone / Mobile** :  
**Email** :

### Educational Qualifications:

Year of passing	Qualification	Specialisation or Subjects	School / College / University / Institute	Total marks %/ CGPA	Any other relevant information
	SSC / 10 <sup>th</sup> /				
	HSC / 12 <sup>th</sup> /				
	Graduation				
	Post graduation				
	Any other				

Please explain gaps, if any \_\_\_\_\_

### Work experience:

*(Please enter the details chronologically, including any period you did not work. For school teaching experience, include subjects taught and classes handled in the Job Responsibilities column.)*

[illegible]

**A major achievement** in your work life preferably in the last 2-3 years. Mention the challenge, your role, the process you followed, roles of other key people if any, the result, and why you consider this an achievement  
(use bullet points if possible)

**Strengths and Weaknesses:**

In the table below, mention 3 of your strengths and weaknesses, giving examples as required in the space provided:

Sl no	Strengths	Actual Example
1		
2		
3		
	Weaknesses	Actual Example
1		
2		
3		

**Hobbies / interests:**

**Married:**

**Languages known:**

**Last salary drawn: Gross (including PF, HRA, etc.) - Rs. \_\_\_\_\_**

**Take-home - Rs. \_\_\_\_\_**

**Any other information you would like to provide:**