

INDIA POST PAYMENTS BANK

HR & Administration Division, Corporate Office
Speed Post Centre, Bhai Veer Singh Marg, New Delhi – 110001

BIO DATA

INSTRUCTIONS:

Fill in this form in your own handwriting.

Give complete answers to all question. Check (✓) where necessary

Reporting for joining as _____ in scale _____

PERSONAL DATA	Full Name (in block Letters)							
	Present Address							
	Permanent Address							
	Contact Telephone No./Fax No.							
	Age (Years)	Date of Birth (dd/mm/yyyy)	State to which you belong	Male/Female	Nationality	Religion	Height	Weight
	Do you belong to Scheduled Caste or Scheduled Tribe/Other Backward Caste(OBC):							
	Yes <input type="checkbox"/> No <input type="checkbox"/>							
	If yes , State the caste _____							

MARITAL-STATUS Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>		Number of Dependent Children Male: Female:	Number of other **Dependents and their Relationships 1. 2. 3. 4.
Are you person a Person with Disability(PwD) Yes/No If yes, Type of Disability _____ Nature of the disability _____ Percentage of Disability _____		Recent Photo 2" X 2.5" (5cms X 6cms) to be paste here which will not be returned.	
Particulars of major illness, operation or accident, if any:			
Defects in sight, hearing or speech, if any:			

What is your total indebtedness, if any?	
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<p>Have you ever been prosecuted (omit traffic offences) or involved in any court proceedings?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give details.</p>

<p>Have you ever been debarred/disqualified by any institution from appearing at its examination, rusticated by any Board/University or any Other educational authority/institution? If yes, give details.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Is any case pending against you in any Board/University or any other educational Authority/institution at the time of filling up this attestation form? If yes, give details.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Have you ever been abroad Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, give name of country visited and purpose thereof)</p>
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Name & Address of Father/Husband	Occupation, if employed give exact designation and name of employer	Monthly Income / Rs.	Address for purpose of emergency
			Tel. No.

EDUCATION	Give Particulars of all examinations passed from 10 th /Matriculation to University level.							
	Exam/ Degree	Subjects	% Marks	Class/ Div.	Position at Board/ University level	Years	School/ College	Board/ University
	RESEARCH - Publication of Books, Articles, etc.					Participation in Training Camps/Seminars		
	Professional/Vocational qualifications, if any:							
	Scholastic Honors, Fellowships and Scholarship, if any:							
	What subject in college interested you most and why?							
LANGUAGES	Mention your Mother-tongue and proficiency in other Languages (write the name of the language and tick the proficiency level)							
	Language / Proficiency level		Speak		Read		Write	

EXTRA CURRICULAR ACTIVITIES	LEADERSHIP QUALITIES		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Were you a captain of a college team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Were you a member/captain of a University team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Were you an under officer or above in NCC?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Were you a secretary/president of a University Union?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name your hobbies and membership of professional organizations.				

If employed, give the name & address of your present & past employer (s). Also, give your vocation, business or otherwise including employment after completion of your education up to the date of joining the bank.	Position held, exact designation and nature of work	Nature of business	Period		Total Salary per month		Reason for/Mode of leaving the job
			From	To	At Start	At Present	

If you have worked with more than one employer, give your employment history as above in a separate sheet of paper.	
May we refer to your present employer	Yes <input type="checkbox"/> No <input type="checkbox"/>
List two persons other than relatives and former employers, personally known to you for more than five years, preferably known to the Bank.	

Name	Exact Address	Occupation, If employed, designation	Period Known

GENERAL	<p>Are you related to any present or ex-member of the staff?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, give name, designation, office where he is working or was last employed.</p>
	<p>Are you connected with or related to any of the Directors of this Bank?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>Have you ever applied for working here before?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>Have you ever worked here before?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>State here any other facts about yourself that you would like to give us. Attach a separate sheet, if required.</p>	

I certify that the information given by me in this form is correct and complete to the best of my knowledge and belief. I understand and agree that misrepresentation, falsification, or omission of material fact may be cause for rejection of candidature or termination of service after employment. The statements made in this Form may be verified from each of my former employers and any other persons who may have information concerning me.

Place:

Signature of Candidate

Date:

**** "Dependent"** means (Subject to stipulations laid down in the Service Rulers of the bank)

1. In the case of male Officers his wife, whether residing with him or not, but does not include a legally separated wife and in the case of woman Officer her husband, whether residing with her or not, but does not include a legally separated husband.
2. Children or step-children of the Officer, whether residing with the Officer or not, and wholly dependent on such Officer but does not include children or step-children of whose custody the Officers has been deprived of by or under any law; and
3. Any other person related to, by blood or marriage to the Officer or to his/ her spouse and wholly dependent upon such Officer.