

## Format for Biodata

### A. Personal Information

1. Name in full:
2. Whether Currently Working:
3. Present Designation:
4. Office/ Department:
5. Scale of Pay:
6. Date of Birth:
7. Age as on the last date of receipt of application:
8. Nationality:
9. Full address:

(i) Office Address:

Telephone No.:                      FAX No.:                      Mobile No.:                      Email ID:

(ii) Permanent Address:

Telephone No.:                      FAX No.:                      Alternate Mobile No.:                      Alternate Email ID:

10. Present Emoluments:

### B. Qualification Details:

a) Educational / Professional Qualification:

| Degree | Name of University/ Institution | Year of passing | % of Marks & Class |
|--------|---------------------------------|-----------------|--------------------|
|--------|---------------------------------|-----------------|--------------------|

i) Academic Qualifications:

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

ii) Professional Qualifications:

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

b) Details of affiliation with Professional bodies/ institution/ Society:

| Sr. No. | Name of the Body | Membership No. | Since When |
|---------|------------------|----------------|------------|
|         |                  |                |            |
|         |                  |                |            |

### C. Experience: Details of Posts held from time to time:

| Sr. No.  | Designation | Basic Pay Scale | Name of employer | Period |    | Experience |        | Remarks |
|--|-------------|-----------------|------------------|--------|----|------------|--------|---------|
|  |             |                 |                  | From   | To | Yrs        | Months |         |
|  |             |                 |                  |        |    |            |        |         |
| <b>Total Experience (use separate sheet, if required):</b> |             |                 |                  |        |    |            |        |         |

**D. Training: Details of training undergone in India & Abroad**

| Name of the training program | Institute where training is received | Period of training | Nature of training | Achievement |
|------------------------------|--------------------------------------|--------------------|--------------------|-------------|
|                              |                                      |                    |                    |             |
|                              |                                      |                    |                    |             |
|                              |                                      |                    |                    |             |

**E. Ongoing and completed Research Projects and consultancies:**

**(i) Ongoing Project/ Consultancies:**

| Sl. No. | Title | Name of the Sponsoring Agency | Period | Grant/ Amount Sanctioned (INR in Lakh) | Nature of the possible outcome of the Project/ Consultancy works |
|---------|-------|-------------------------------|--------|--|--|
|         |       |                               |        |  |  |
|         |       |                               |        |  |  |
|         |       |                               |        |  |  |

**(ii) Completed Projects/ Consultancies:**

| Sl. No. | Title | Name of the Sponsoring Agency | Period | Grant/ Amount Mobilized (INR in Lakh) | Nature of the outcome of the Project/ Consultancy works |
|---------|-------|-------------------------------|--------|---------------------------------------|---|
|         |       |                               |        |                                       |   |
|         |       |                               |        |                                       |   |
|         |       |                               |        |                                       |   |

**F. List of Academic/ Professional honors received:**

**G. If selected, minimum time required for joining the post:**

**H. Any other relevant information:**

**DECLARATION**

*I, ..... do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.*

**Date:**

**Place:**

**Signature of the Candidate**