

BIO DATA FORM (3 Pages)

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

Affix your
recent passport
sized color
photo and sign
it across

POST APPLIED FOR Division: _____

POST APPLIED FOR Cadre: _____

e.g.(Deputy Manager / Manager / Assistant General Manager)

1. NAME: Mr./ Mrs./Ms. _____
(IN CAPITAL LETTERS) First Name Middle Name Last Name

2. DATE OF BIRTH : __/__/____ AGE: ____ (as on 31.12.2019)
DD MM YYYY

3. ADDRESS FOR COMMUNICATION :
(With PIN CODE in CAPITAL LETTERS)

a. PAN Number :

b. Category (BC/MBC/OC/SC/ST) :

4. Telephone No. (With STD Code) :

a) Mobile No :

b) E-mail Id :

5. FAMILY DETAILS:

	Name	Date of Birth	Education	Occupation
Father				
Mother				
Spouse				
Children				

6. ACADEMIC DETAILS* (starting from Secondary Exam (10th):

No.	Examination Passed	Year of Passing	Board / University / Institution	Marks (%)	Stream(Science, Commerce, etc)

* Till graduation 10+2+3 format is mandatory. Graduation shall be from a UGC recognized University through regular classroom course.

7. LANGUAGE PROFICIENCY:

No.	Language	READ	WRITE	SPEAK
1				
2				
3				
4				

8. OTHER ACHIEVEMENTS (details of competitions won to be given, if any):

No	Title	Level	Award /Certificate/ Scholarship Won	Proficiency in Games / Sports	Proficiency in literary work/ art/ culture
1		SCHOOL			
2		COLLEGE			
3		UNIVERSITY			
4		PROFESSIONAL COURSE			

9. EMPLOYMENT EXPERIENCE**:

No.	Organization	Position	From	To	Gross Monthly Pay* (In Rs.)	Place	Reason for Leaving
1							
2							
3							

4							
5							

****Attach copy of last drawn pay slip**

10. Are you employed in any of the Repco group of organisation? YES / NO :

a. attached NOC If employee in Repco group of organisation:

11. Time needed to join (Days), if selected:

12. Preferred work location's:

13. Whether Repatriate? YES / NO :

14. References with designation /mobile no. / phone no. / Official e-mail id. (Minimum two contact number)

a)

b)

15. Whether you are known/related to anybody working in any Repco group of organization (if yes, give details):

16. Any other information:

Declaration: I hereby declare that the above information is correct to the best of my knowledge & belief. In case any of the above information is found incorrect at a later date, I'll abide by the Company decision/disciplinary action taken in that regard.

NAME

SIGNATURE

DATE

Encl: ANNEXURE- I with self attested Xerox copies.

Note: *Cut-off date for Age eligibility for Date of Birth is 31.12.2019.*

*****Candidates are advised to submit the application complete in all respect in a sealed envelope super subscribing"Application for the Division / Post applied for "**

**To be sent to : on or before 7th March 2020.
Officer Recruitment RMFL-2020, PAD Division,
Repco Micro Finance Ltd,
Corporate Office, North Wing 2 nd floor,
634 Karumuttu Center, Annasalai, Nandanam, Chennai – 600035.**