रामागुण्डम फर्टिलाइज़र्स एण्ड केमिकल्स लिमिटेड

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED

CORPORATE OFFICE, NOIDA
4TH FLOOR, WING-A,
KRIBHCO BHAWAN SECTOR-1, NOIDA - 201301,
PHONE: 0120 2553 600

BIO DATA FORM

ADVT. NO. _____ ADVT. DATE _____

POST APPLIED FOR _____

REGN. NO. / FORM NO. / APPN. NO. _____

Are you employed in Govt. / Semi Govt. / Autonomous Bodies / Public Sector Undertaking / Govt. Department? **YES / NO**

IF YES

Has your application come through proper channel? **YES / NO**

OR

Have you produced No Objection Certificate? **YES / NO**

Affix Latest passport size photograph here

ALL ENTRIES TO BE MADE IN CAPITAL BLOCK LETTERS

		FIRST NAME	MIDDLE NAME	SURNAME
1.	Name in full (in block letters) with aliases, if any, (Please indicate if you have added or dropped at any stage any part of your name or surname)			
2.	a) Date of Birth (DD/MM/YYYY)			
	b) Age as on Cut Off date			
3.	Gender			
4.	Father's Name			
5.	Mother's Name			
6.	Marital status (Unmarried / Married / Widow / Widower / Divorced)			

7.	Spouse's name (Wherever applicable)	
8.	Nationality and Religion	
9.	Whether belongs to Minority Community	
10.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? (Copy to be produced at the time of Interview)	
11.	State to which you belong	
12.	Mobile Number	
13.	Email ID	
14.	(a) Identification marks (b) Height & weight	_____ Height _____Weight _____
15.	Category Name of the caste (if belong to SC/ST/OBC(NCL)/EWS) Certificate Attached	UR ( ) EWS ( ) SC ( ) ST ( ) OBC (NCL) ( ) _____ Yes ( ) No ( )
16.	Are you a Person with Benchmark Disability (PwBD) i.e. with 40% or more disability? If Yes, a) PwBD Category b) Percentage of Disability Certificate Attached	Yes ( ) No ( ) _____ _____ Yes ( ) No ( )
17.	Are you: a) an Ex-serviceman b) Serving Officer in armed forces c) A dependent of a Jawan killed/ severely disabled in action	Total Service as on cut-off Date ( ) _____ ( ) _____ ( ) NA

18.	Are you a Departmental Candidate (RFCL Employee)? If Yes, Employee No. : Designation : Place of Posting (Unit/Office) :	Yes ( ) No ( ) _____ _____ _____

19.

Particulars	Present/ Correspondence Address	Permanent Address
Address Line 1:		
Address Line 2:		
City :		
State:		
District:		
Pin code:		

20. **Languages Known:**

Language	Read	Write	Speak

21.	Educational qualification & professional training, if any, please give details of your educational qualification & professional training in **Annexure I.**	**As per Annexure-I**
22.	Achievements / Distinction in sports / extracurricular and other activities.	
23.	Technical/ Professional Publications / Thesis.	

<table>
<tr><td>24.</td><td>Work Experience: (Please give details of your experience in the proforma attached as Annexure II)</td><td>As per Annexure-II</td></tr>
<tr><td>25.</td><td>Are you presently employed in Govt./ Public Sector Undertaking/Joint Venture / Private Sector?</td><td></td></tr>
<tr><td>26.</td><td>Particulars of awards/ outstanding contributions made/ appreciation letters/ punishments, etc. during service may be given.</td><td></td></tr>
<tr><td>27.</td><td>If selected, how soon can you join? (in Days).</td><td></td></tr>
<tr><td>28.</td><td>Permanent Account Number (PAN):</td><td></td></tr>
<tr><td>29.</td><td>AADHAAR No.</td><td></td></tr>
<tr><td>30.</td><td>Universal Account Number (UAN):</td><td></td></tr>
<tr><td>31.</td><td colspan="2">Do you have any dependent? If so, state number of dependents, their relationship with you.

<table><tr><th>S. No.</th><th>Name</th><th>Age</th><th>Relationship</th></tr><tr><td></td><td></td><td></td><td></td></tr></table></td></tr>
<tr><td>32.</td><td>Are you related to any of the present Director of the Company? If yes, state the name and relationship.</td><td></td></tr>
<tr><td>33.</td><td>Are you related to any of our present employees? If yes, please furnish the details</td><td></td></tr>
<tr><td>34.</td><td>If ever engaged in Defence Services, give details of rank, emoluments, functions performed etc.</td><td></td></tr>
<tr><td>35.</td><td>Are you a Govt. Pensioner? If yes, state the amount of your monthly pension and last pay drawn.</td><td></td></tr>
</table>

36.	Are you in debt? If yes, state the sources from which you can repay.	
37.	State the hereditary / chronic diseases if any	
38.	Have you worked in the company before, if 'yes' when and how long?	
39.	Have you ever applied before to this company? If 'yes' when and for which post?	
40.	Have you been interviewed before by this company? If 'yes' when and for which post? Result of interview may be indicated. In case offer of appointment received that may also be specifically indicated.	
41.	I certify that - • No FIR has been filed against me in any Police Station OR • I have not been arrested, prosecuted, bound down, detained, convicted, or fined by the Court of Law for any offence OR • No proceedings are pending against me in any Court of Law OR • I have not been rusticated by any University/ Debarred / disqualified by any Public Service Commission or any other agency / authority from appearing in its examination.	Yes ( ) No ( ) If No, please furnish details below and attach relevant documents eg. Copy of FIR, Court Order etc.: _____ _____ _____ _____
42.	I also certify that during my employment - • No punishment / penalty was awarded to me OR • I have not been discharged / dismissed / terminated / removed from services OR • No vigilance case is pending as on the date of submission of application.	Yes ( ) No ( ) If No, please furnish details below and attach relevant documents: _____ _____ _____

43.	How do you consider yourself suitable for the position (Attach separate sheet of not more than one page, if necessary).	
44.	Any other details you wish to furnish (attach separate sheet, if necessary).	

45. List three personal references:

Sl. No.	Name	Address & Contact No.	Occupation	Years Known

With reference to concerned advertisement and my online application, I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. If appointed, I agree to be governed by the rules and regulations of the Ramagundam Fertilizers and Chemicals Limited (RFCL) framed/ modified from time to time. I know that if any information given here is found to be wrong or incomplete or any facts, etc. are found to have been suppressed or concealed by me, my service is liable to be summarily terminated at any point of time.

Date: (Signature of the applicant)

Annexure-I

STATEMENT INDICATING THE DETAILS OF EDUCATIONAL QUALIFICATION AND PROFESSIONAL TRAINING OF THE APPLICANT

A - EDUCATIONAL QUALIFICATION

Period From	To	Name & address of the School/College attended	Examination Passed	University/ Board	Subjects taken	Division	% age of marks	Remarks

B - PROFESSIONAL TRAINING

Period From	To	Name & Address of the Institution	Course contents	Examination Passed	Sponsored by	Division	% age of marks	Remarks

(Signature of the Candidate)

Annexure-II

STATEMENT INDICATING THE DETAILS OF EXPERIENCE IN RESPECT OF THE APPLICANT (CUT OFF DATE: _____)

Name & Address of the employer	Post Held	Period of Experience			Salary Details	Duties performed/ Performing (In Brief)	Reasons for leaving (specifically indicating the circumstances under which you have resigned from the previous post or whether your services were terminated)	Nature of Employment (Regular / Contractual / Fixed – Term / Training)
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total	**Pay Scale (w.e.f.)** in case of pay scales matching with RFCL **OR** **Annual CTC (in Lakh)**			

I hereby certify that the contents/ information supplied above are true.

(Signature of the Candidate)