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NATIONAL ALUMINIUM COMPANY LIMITED
(A Government of India Enterprise)
NALCO Bhawan, P-1, Nayapalli,
BHUBANESWAR – 751013.

BIODATA FORM

(All answers must be given in words, figures or tick marks, as required. No column should be left blank)

Post Applied For : _____
Grade : _____ Scale of Pay : _____

Name in Full (Capital letters – Surname First)		Father's/Husband's Name		
Permanent Address :		Present Address :		
		Phone No. E Mail		
Date of Birth	Place of Birth	Nationality	Religion	State of Origin

Do you belong to Scheduled Caste ?	Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you belong to Scheduled Tribe ?	Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you belong to OBC ?	Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are you an Ex-serviceman ?	Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are you physically Handicapped ?	Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>

(If Yes Please attach an attested copy of the certificate)

Physical Data : Height _____ CM Weight _____ Kg.
Vision : Near _____ Distant _____ Rt. _____ Lt. _____

Marks of Identification, if any	Have you suffered any major illness/accident/been operated open ? Please specify.
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Marital Status			a) If married, No.of Children with age. b) Other dependents: Relationship & age.
Single	Married	Widow	

EDUCATIONAL RECORD
(Please start from School Leaving Certificate)

Year	Examination Passed	Name of School/College/Institute/University	Division/Class Obtained	Distinctive achievement if any

Specialised Technical, Professional or Management Training, if any

Name & Address of Institution/Organisation	Nature of Training	Period of Training	Sponsored by

What Languages do you

Speak	
Read	
Write	
What is your Mother Tongue	
What is your Hobbies and Interest ? Please Specify.	

EMPLOYMENT RECORD

Name & Address of Employer (Please state current or last employment first)	Period		Position Held	Nature of Duties (Briefly)	Remunerations						Reasons for leaving or wanting to leave
	From	TO			Scale of pay	Basic pay	DA	Other monthly allowances	Total	Other Benefits	

- 01) May we make enquiries from your present employer ?
- 02) Give names and addresses of two persons (not related to you) whom we may contact for references.

1st Person

2nd Person

Name : _____ Position : _____ Address _____	Name : _____ Position : _____ Address _____
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Are you agreeable to work anywhere in India ? _____

Are you prepared to travel ? _____

Are you a Government Servant or an employee of
Quasi Government or of a Public Sector Undertaking ? _____

Are you willing to accept the minimum initial pay ? _____

If not, state what lowest initial pay you would accept ? _____

If appointed, what notice would you require before
Joining the post ? _____

Are you related to any employee of NALCO ? If so,
Please give details _____

Are you related to any member of Board of Directors
Of NALCO ? If so, please specify. _____

Do you have any business interests of your own ? If so,
Please give details. _____

Have you ever been dismissed, removed or compulsorily
Retired from service ? If yes, please give details. _____

Please state; briefly, what consideration(s) led you to
Apply to NALCO for this position ? _____

Details of enclosures :

01 _____ 02. _____ 03. _____

04. _____ 05. _____ 06. _____

I hereby declare that the entries in this form (additional particulars if any) furnished by me are true the best of my knowledge & belief. I understand that any material misrepresentation or omission made renders me liable to termination or dismissal.

Date

(Signature of Candidate)

Verified by :