



**NATIONAL FERTILIZERS LIMITED
CORPORATE OFFICE, NOIDA**

BIO DATA FORM

ADVT. NO. _____ ADVT. DATE _____

APPLICATION FOR THE POST OF _____

Are you employed in Govt. / Semi Govt. /
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 one
passport size
photograph
here

ALL ENTRIES TO BE MADE IN CAPITAL BLOCK LETTERS

		SURNAME	FIRST NAME	MIDDLE NAME
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.	Date of Birth (DD/MM/YYYY)			
	Age as on Cut Off date			
3.	Present Correspondence Address with Pin Code (to which communications are to be addressed)			
	Mobile No.			
	Email ID			
4.	Permanent home address			
5.	State to which you belong:			
6.	(a) Identification marks			
	(b) Height & weight	Height	Weight	

7.	Whether you belong to SC/ST/OBC/EWS community or an Ex-serviceman/dependent of a jawan killed/severely disabled in action or are person with disability. If the answer is 'Yes', state the name of the caste/particulars.	
8.	Marital status (bachelor / spinster / married / widow / widower / divorcee).	
9.	State your nationality and religion.	
10.	Do you have any dependent? If so, state number of dependents, their relationship with you.	
11.	Father's / Husband's name	
12.	Are you related to any of the present Director of the Company? If yes, state the name and relationship.	
13.	Are you related to any of our present employees? If yes, please furnish the details	
14.	Languages Known:	READ WRITE SPEAK
15.	If ever engaged in Defence Services, give details of rank, emoluments, functions performed etc.	
16.	Are you a Govt. Pensioner? If yes, state the amount of your monthly pension and last pay drawn.	
17.	Have you ever been arrested / prosecuted / bound down / kept under detention or convicted, fined by a court of law or debarred from any examination or rusticated by any University or FIR filed by police against you? If yes, give full particulars of the case.	
18.	Have you ever been discharged / removed from service? If yes, give details.	

19.	Are you in debt? If yes, state the sources from which you can repay.	
20.	State the hereditary/chronic diseases / physical handicap, if any.	
21.	How do you consider yourself suitable for the position (Attach separate sheet of not more than one page, if necessary).	
22.	Any other details you wish to furnish (attach separate sheet, if necessary).	
23.	Educational qualification & professional training, if any, please give details of your educational qualification & professional training in Annexure I .	
24.	Achievements / Distinction in sports / extracurricular and other activities.	
25.	Technical/ Professional Publications/ Thesis.	
26.	Work Experience: (Please give details of your experience in the proforma attached as Annexure II)	
27.	Particulars of awards/ outstanding contributions made/ appreciation letters/ punishments, etc. during service may be given.	
28.	If selected, what notice do you need to join?	
29.	Are you presently employed in Govt./Public Sector Undertaking/Joint Sector/ Private Sector?	
30.	Have you worked in the company before, if 'yes' when and how long.	
31.	Have you ever applied before to this company? If 'yes' when and for which post?	

32.	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.	
33.	Permanent Account Number (PAN):	
34.	AADHAAR No.:	
35.	Universal Account Number (UAN):	
36.	List three personal references:	
	Name	Address & Contact No.
		Occupation
		Years Known

With reference to relative advertisement and my online/ offline 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 National Fertilizers Limited (NFL) 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

**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)

**STATEMENT INDICATING THE DETAILS OF EXPERIENCE IN RESPECT OF
THE APPLICANT**

Name & Address of the employer	Post Held	Period			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).
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total	Pay Scale	Annual CTC (in Lakh)		

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

(Signature of the Candidate)