

PROFORMA FOR BIO-DATA OF NOMINEE.

- 1. Name: _____
- 2. Designation & BPS _____
- 3. Date of Promotion to present Grade _____
- 4. Ministry / Department _____
- 5. Date of Birth _____
- 6. Educational Qualification _____
- 7. Major Subjects/Specialization _____
- 8. Qualification / Experience relevant to the course's requirement _____

- 9. Knowledge of Computer usage _____
- 10. Extra Qualification, if any _____
- 11. Date of entry into Govt Service with post BPS _____

- 12. Status of Service in Finance Division (Deputation / Induction / Posting / Other)
- 13. Details of training(s) abroad (with dates, duration & place for all courses previously attended) _____
- 14. Whether nomination for any future training abroad, if yes details thereof _____

- 15. Previous job experience along with department(s) _____

- 16. Present job description _____

- 17. Languages with proficiency. _____
- 18. Foreign Visits (other than for trainings) _____

- 19. Contact & Email Address _____

Dated:

Nominee's Signature