



## BIO-DATA FORM FOR RECRUITMENT OF STAFF ASSISTANTS

Please paste a recent photograph and sign across in full (Passport size)

- Mr. / Ms.

[illegible]

- [illegible]

(with STD Code)

cell No. \_\_\_\_\_

- (indicate group)
- ☐ ☐ ☐ ☐ ☐ ☐

6. **GENDER:** Male ☐ Female ☐  
(Indicate by ✓ mark in appropriate box)

- ## 7. MARITAL STATUS

**8 (a) DETAILS OF EDUCATIONAL QUALIFICATIONS:-**

Qualification	University / Institute / Board	Year of Passing	Division / Class	Marks in* Percentage	Subjects Studied.
Class X					
Intermediate or equivalent					
Graduation					
Post Graduation					

**8(b) QUALIFICATIONS IN COMPUTERS:**

Nature of Qualification	Institute	Duration of study	Division / Class / Grade	Marks%	Subjects studied

- Aggregate marks of all the years / semesters (OGPA / CGPA is to be converted to percentage) Any other additional qualifications (Specify):

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**9. EXPERIENCE DETAILS (If any):-**

Organisation	Post held	Nature of job	No. of completed years of service
<b>Total Period of experience (years)</b>			

**DECLARATION**

I hereby declare that \_\_\_\_\_

All the statements made in this application are true and if any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of the selection process. Even though it is found after my appointment in DCCB that the particulars furnished by me are incorrect or have been suppressed, my services are liable to be terminated without any notice.

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CANDIDATE

\_\_\_\_\_  
NAME OF THE CANDIDATE

## **FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

Serial No.

S.C.  
S.T.  
B.C.

District Code:  
Mandal Code:  
Village Code:

Certificate No.:

### **COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

- (1) This is to certify that Sri / Smt. / Kum. \_\_\_\_\_  
Son / Daughter of Sri \_\_\_\_\_ of Village / Town  
\_\_\_\_\_ Mandal \_\_\_\_\_ District  
\_\_\_\_\_ of the State of Andhra Pradesh belongs to  
\_\_\_\_\_ Community which is recognized as S.C. / S.T. / B.C. Sub  
group \_\_\_\_\_.

The Constitution (Scheduled Castes) Order, 1950.  
The Constitution (Scheduled Tribes) Order, 1950.

GO Ms. No.1793, Education, dated: 25.09.1970 as amended from time to time  
(BCs) / SCs, STs list (modification) Order, 1956 S.Cs and S.Ts (Amendment) Act,  
1976.

- (2) It is certified that the place of birth of Sri / Smt. / Kum. \_\_\_\_\_  
is a native of \_\_\_\_\_ Village / Town \_\_\_\_\_ Mandal  
\_\_\_\_\_ District of Andhra Pradesh.
- (3) It is certified that the place of birth of Sri / Smt. / Kum. \_\_\_\_\_  
is \_\_\_\_\_ Village / Town, \_\_\_\_\_ Mandal, \_\_\_\_\_  
District of Andhra Pradesh.
- (4) It is certified that the date of birth of Sri / Smt. / Kum. \_\_\_\_\_  
is day \_\_\_\_ month \_\_\_\_\_ Year \_\_\_\_\_ (in words) \_\_\_\_\_  
\_\_\_\_\_ as per the declaration given by his / her father / mother /  
guardian and as entered in the school records where he / she studied.

Signature:  
Date:  
Name in Capital Letters:  
Designation:

(Seal)

Explanatory Note:- While mentioning the community, the competent authority must mention the sub-caste (in case of Scheduled Castes) and sub-tribe or sub-group (in case of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.

**APPLICATION CUM CERTIFICATE TO DECIDE THE CREAMY LAYER  
STATUS OF A PERSON BELONGING TO BC / OBC CATEGORY**

1. Name of the Applicant :

2. Date of Birth :

3. Caste and Group :  
(Certificate issued by the  
competent authority should be  
enclosed)

4. Religion :

5. Address :

a) Present Address:

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b) Permanent Address:

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6. Occupation of the Applicant :

7. Name of the Father :

8. Date of Birth of Father :

9. PAN No. / TAN No. of the Father :

10. Name of the Mother :

11. Date of Birth of Mother :

12. PAN No. / TAN No. of the Mother :

**OCCUPATION / INCOME / WEALTH STATUS OF PARENTS AND FAMILY****Father****Mother****A) Constitutional Posts**

i) Holding / held any constitutional post		
ii) If yes, name of the post holding / held		

**B) Government employment**

i) Holding / held any Government Employment		
ii) If yes, Employment under Central Govt. / State Govt. / Public Sector Undertaking.		
iii) Designation of initial appointment		
iv) Status of initial appointment (Group – I or II or III or IV)		
v) Designation of present post held and status of the post		
vi) If the initial appointment is of Group II category and the individual was promoted to Group-I category, date of promotion and age at which promoted to Group-I category.		

**C) Military / Paramilitary Forces**

i) Designation of the post holding or held		
ii) Is the post holding or held is equivalent to Colonel or above.		

**D. Land holdings possessed by the family (Father, Mother and unmarried Children):**

i) Extent of double crop irrigated land.	
ii) Extent of single crop irrigated land	
iii) Extent of un-irrigated / dry land	
iv) Nature of crops / Plantations raised.	
v) If the entire land possessed by the family is irrigated land, does the extent of irrigated land exceed 85% of the Ceiling limit as per Land Ceiling Act.	
vi) If the land possessed by the family is both irrigated and unirrigated land and after conversion of unirrigated land into irrigated land on the basis of conversion formula, does the extent of irrigated land so obtained exceed 80% of the Ceiling Limit as per Land Ceiling Act.	
vii) If the plantations like Rubber, Coffee, Tea etc., are raised, the annual income from them during last three years.	

**E. Income from other sources – Private employment, Professional Services, Business, Commerce, Rents etc.,**

- i. Sources of income to the family with full details of source:  
  
Private employment :  
  
Professional Services :  
  
Business :  
  
Commerce :  
  
Rents :  
  
Others :
- ii. The annual income during Last three years year-wise:  
(enclose income tax returns)

F) Wealth Tax for having vacant land and / or building(s) in urban areas and urban agglomeration.

- i. Location of property and value :
- ii. Details of property :
- iii. Use to which it is put :
- iv. Whether Wealth Tax is being paid and Tax paid per annum :

**DECLARATION BY THE APPLICANT AND PARENTS OF THE APPLICANT**

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

**Signature of the  
Mother**

**Signature of the  
Father**

**Signature of the  
Applicant**

**CERTIFICATE BY THE ISSUING AUTHORITY**

The particulars mentioned above have been verified and found that:

- a) The applicant does not come under creamy layer of BCs / OBCs under any of the categories.
- b) The applicant comes under creamy layer of BCs / OBCs under the category of \_\_\_\_\_ (A/B/C/D/E) mentioned above.

**Signature of the Issuing Authority**