

PERSONAL INFORMATION

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present Ministry/Department	
5.	Contact No./Mobile No.	
6.	Educational Qualification	
7.	Residential Address	

8. Previous posting(s)

	Grade	Ministry/Department	Period
(i)	Stenographer Grade 'D'		
(ii)	Personal Assistant		
(iii)	Private Secretary		
(iv)	Principal Private Secretary		
(v)	Senior Principal Private Secretary		

9. Preferences for posting (with reasons)

	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		

(Signature of the officer)	Signature & stamp of the US(Admn) of concerned Ministry/Department
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