

**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
VISAKHAPATNAM – 530031**

**BIO-DATA FOR EXECUTIVE POSITIONS**

REG NO. \_\_\_\_\_

LATEST PASSPORT SIZE  
COLOUR PHOTO  
(Red Background)  
to be affixed

NAME	:
POST APPLIED FOR	:
DISCIPLINE	:
DATE OF INTERVIEW	:

**HUMAN RESOURCE DEPARTMENT  
RECRUITMENT SECTION**

**Full Name** :  
(in block letters)

**Mother's Name** :

**Father's Name** :

**Mailing Address** (in block letters):

PIN Code:

Phone Number (with STD Code) :

Mobile Number :

Email ID (valid for next 12 months) :

<b>Gender</b>	<b>Date of Birth</b> (dd/mm/yyyy)	<b>Mother Tongue</b>	<b>Home Town</b>	<b>Home State</b>
<b>Category</b>		<b>Whether PWD</b>	<b>(If Yes) Type of Disability</b>	<b>Disability %</b>
Gen / OBC / SC / ST/ EWS		Yes / No	VH / HH / OH / MD	
<b>Nationality</b>		<b>Religion</b>	<b>Marital Status</b>	<b>No. &amp; Age of Children</b>
			Yes / No	
<b>Aadhar Card No.:</b>			<b>PAN Card No.:</b>	

Two clear Identification marks:

1.

2.

Are any of your relatives employed in RINL-VSP?

If so, give details

Employee No.: \_\_\_\_\_, Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Languages known:

Speak

Read

Write

Names and addresses of two persons other than relatives to whom we may write for reference:

1.

2.

**EDUCATION (from Matriculation / SSC onwards)**

Examinations Passed	Name of Board / University / Institute	Month / Year of Passing	Division	%age of marks	For office use only

**Subjects studied in after SSC:**

Graduation	Post Graduation

**Details of Internships & Projects carried-out:**

Duration		Particulars
From	To	

**Details of Technical Papers submitted, Seminars & Conferences Attended:**

Duration		Particulars
From	To	

**Work Experience:**

Name of the Employer	Post held and Nature of Job	Period		Scale of Pay, basic pay and allowances	Reasons for leaving
		From	To		

Extra Curricular Activities:

	At School	At College	Elsewhere
Official Position, eg. Perfect, Union Officer, Captain etc			
Societies and Clubs Membership, Office held etc			
Sports' achievements, Office held eg. Secretary, Captain etc			

**Joining Time required:**

**Any other information :**

**I certify that all the information given above is true to the best of my knowledge and belief:**

Date:

Signature of the candidate:

Station :

Name:

**Please Note:** False statement and / or suppression of any material fact on this application will be considered sufficient for dismissal. Any attempt to get employment on the basis of false information or on forged / fake documents will entail rejection and even render the candidate liable for prosecution.

For Office Use Only: (Originals Verified and copies received)

Date of Birth	Degree	Experience Certificate	No Objection Certificate	OBC/SC/ST /EWS/PwD	Photographs	Aadhar Card	PAN Card

Remarks:

Date:

Signature of Verifying Officer:

Place:

Name:

Designation:

RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
VISAKHAPATNAM-530 031

**TRAVELLING EXPENSES CLAIM FORM**  
(to be filled by the candidate)

Name of the Candidate \_\_\_\_\_ Roll No.: \_\_\_\_\_  
Appearing Interview / Selected for the Post : \_\_\_\_\_ Grade : \_\_\_\_\_  
Place of Interview / Joining : \_\_\_\_\_ Date : \_\_\_\_\_

**Ref:** Interview / Office letter No.HR/Rectt/ \_\_\_\_\_ dated: \_\_ / \_\_ / \_\_\_\_

**PARTICULARS OF JOURNEY**

Journey	From	To	Shortest Distance (Kms)	Mode of Journey (Rail / Road)	Class	Ticket Nos.	Amount ( ` )	
<b>Onward</b>								
<b>Return</b>								
(Rupees _____ only)							<b>Total</b>	

I do hereby certify that the above particulars submitted by me are true and I may please be reimbursed the travelling expenses incurred by me as per TA rules of Visakhapatnam Steel Plant.

Signature of the Candidate : \_\_\_\_\_  
Name : \_\_\_\_\_ Roll No. \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ Pin: \_\_\_\_\_  
Mobile No: \_\_\_\_\_

**Head of Account – Recruitment Expenses A/C Code : F660102 HR CI439001**

Amount Sanctioned / Paid: ` \_\_\_\_\_  
(Rupees \_\_\_\_\_ only)

**FOR OFFICE USE ONLY**

Received by : Sign : _____ Name: _____ Roll No.: _____ Date : _____	Paid / Released by: Name : _____ Design: _____	Sanctioned by: Name: _____ Design: _____
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**For use in Finance & Accounts – Pay Section**

Passed for payment of \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

JM / AM / DM / Mgr (F&A) - Pay

**BANK DETAILS OF THE CANDIDATE**

Aspect to be filled	(Please fill the details in CAPITAL / BLOCK Letters)	
Account Holder's (Candidate's) Name		As appeared in the Bank Pass Book (please attach a copy of your Bank Account Pass Book in which these details appears)
Father's Name		
Address of the candidate		
Savings Bank Account Number		
IFS Code of the Bank Branch		
Name of the Bank		
Name of the Bank Branch		
Address of the Bank Branch		

I certified that the above Bank Account is in active condition & details given above are correct to the best of my knowledge and I assure that I am only responsible for any mistakes in the above given details.

Date:

Signature:

Station:

Name:

Roll No.:

Mobile No.: