

**Government of India
Ministry of Defence (Finance)
Defence Accounts Department**

PROFORMA FOR BIODATA

**(For the post of 'Canteen Attendant in the departmental canteens of
CDA, Secunderabadbad)**

Affix latest Passport
size Photograph
(Self Attested)

1. Full Name (Sh./Smt./Kum) : _____
2. Father/ Guardian Name(Sh./Smt./Kum) : _____
3. Date of Birth (DD/MM/YYYY) : _____
4. Category (SC/ST/OBC/Gen)(PH/ ExS) : _____
5. Gender : _____
6. Nationality : _____
7. State of Domicile : _____
8. A. Postal Address : _____ B. Permanent Address : _____
- _____
- _____
- _____
- _____
9. Mobile : _____
10. E-mail : _____
11. Academic Qualification :

Educational Qualification	Year	Name of the Board/ University/ Institution	Subject

12. Employment Exchange Registration no. (if any) : _____
13. Work Experience (If any) : _____
14. Languages Known : _____
15. Any other information : _____

I wish to opt for the disclosure of my details as mentioned in the Para.16 of the COMMON INSTRUCTIONS TO CANDIDATES notified on <http://cdasecbad.ap.nic.in/>.

DECLARATION

I declare that the entries made in the columns above are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me. Further I am fully aware of the duties and responsibilities of the Canteen Attendant described in the Para.3 of the COMMON INSTRUCTIONS TO CANDIDATES notified on <http://cdasecbad.ap.nic.in/>.

Place:

Date :

Signature

Instructions to The Candidates

1. Candidates should send applications in the above prescribed proforma only. Application in any other format will not be accepted.
2. Candidates should forward applications properly sealed in an envelope to
**“The Controller of Defence Accounts,
No.1, Staff Road,
Secunderabad-500 009”**
Candidates are requested to write **“Application for the post of Canteen Attendant”** on the top of the envelope while sending the application form.
3. Last date of receipt of application is **01.01.2018 (08.01.2018** in respect of the applications received only by post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir state, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Lakshadweep and Andaman & Nicobar Islands)
4. The crucial date for determining the age limit shall be the closing date for receipt of application.
5. Self attested Photocopies of the following documents/certificates to be attached along with application.
 - i. **10th class or equivalent from any recognised institute/ board/ organisation.**
 - ii. **SC/ST/OBC certificate.**
 - iii. **Copy of the Employment Exchange Registration ID number.**
 - iv. **NOC in original from the present employer in case of government servant****Note:** Original certificates should not be sent along with the application.
6. Incomplete/ ineligible applications will be deemed to be invalid and will be rejected without intimation to the candidate. Applicants must read the advertisement carefully before applying for the same.