Photo

(Passport Size)

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name(English)** |  | **Name(Bangla)** |  |
| **NID** |  | **Gender** |  |
| **Date of Birth**  **(dd/mm/yyyy)** |  | **Is Gazetted:** | Gazetted / Non Gazetted |
| **Cadre Type:** | Cadre / Non Cadre | **Cadre ID:** |  |
| **Religion** |  | **Home District** |  |
| **Father Name** |  | **Mother Name** |  |
| **Marriage Status** | Married / Single / Divorced | **Spouse Name** |  |
| **Spouse Occupation** |  | **Spouse District** |  |
| **Passport No** |  | **Passport**  **Expire Date** |  |
| **Vehicle No** |  | **Driving**  **License No** |  |

**Address**

|  |  |  |
| --- | --- | --- |
|  | **Present Address** | **Permanent Address** |
| **House** |  |  |
| **Village / Road No** |  |  |
| **Post office**  **(Name & Code)** |  |  |
| **Thana** |  |  |
| **District** |  |  |

**Emergency Contact Person Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Address** |  |
| **Phone / Mobile No** |  | **Email** |  |

**Office Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Name** | **Ministry of Labour and Employment** | **Section** |  |
| **Designation** |  | **Service Entry date** |  |
| **MOLE Join date** |  |  |  |

**Contact Information**

|  |  |  |
| --- | --- | --- |
|  | **Personal / Home** | **Official** |
| **Phone** |  |  |
| **Mobile No** |  |  |
| **Email** |  |  |

**Education Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree Title** | **Group/ Subject** | **School / College / University** | **Broad/ University** | **Passing Year** | **Division / GPA/CGPA**  **with scale** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Language Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading**  **(Options are High, Medium, low)** | **Writing**  **(Options are High, Medium, low)** | **Speaking**  **(Options are High, Medium, low)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Children Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child Name** | **Gender** | **Birth Country** | **Date of Birth (dd/mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Previous Service Information (Only for non-cadre)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name & Address** | **Position** | **Service Type**  **(Permanent/Temporary /Contractual)** | **Period From**  **(dd/mm/yyyy)** | **Period To**  **(dd/mm/yyyy)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Promotion Information**

**[Ministry of Labour and Employment related information only]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Promotion Date** | **Designation (Before Promotion)** | **Designation (After Promotion)** | **Pay Scale(Before Promotion)** | **Pay Scale(After Promotion)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Posting Information (for non-cadre employee)**

**[Ministry of Labour and Employment related information only]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From Office** | **To Office** | **Posting Date (dd/mm/yyyy)** | **From Designation** | **To Designation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Publication Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Publication Title** | **Publisher** | **Publication Date (dd/mm/yyyy)** | **Ref. NO** | **Web Link** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Award Information**

|  |  |  |
| --- | --- | --- |
| **Award Title** | **Award By**  **(Organization Name)** | **Date of achievement (dd/mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Title** | **Institution** | **Country** | **Date from**  **(dd/mm/yyyy)** | **Date To**  **(dd/mm/yyyy)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Leave Information (Maternity Leave)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Leave Type** | **From Date**  **(dd/mm/yyyy)** | **To Date**  **(dd/mm/yyyy)** | **Remarks** |
| **Maternity leave (ML)** |  |  |  |
| **Maternity leave (ML)** |  |  |  |
| **Maternity leave (ML)** |  |  |  |

**Foreign Travels Information (Without Training)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Purpose** | **From Date (dd/mm/yyyy)** | **To Date (dd/mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Disciplinary Action Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Offence Type** | **Punishment** | **Section** | **Date**  **(dd/mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Signature** |
|  |