



# FIRE SERVICE & CIVIL DEFENCE

KAZI ALAUDDIN ROAD, DHAKA-1000

Please attach a Passport size photo with white back ground.

**Dress code:**  
Uniform without CaP

For Civilian: Formal Dress

## EMPLOYEE INFORMATION FORM

PLEASE FILL UP IN ENGLISH CAPITAL LETTERS  
(Required 1 copy of passport size photo of Employee & all nominees)

### BASIC INFORMATION:

<b>FULL NAME</b>			
<b>FATHER'S NAME</b>			
<b>MOTHER'S NAME</b>			
<b>OLD PIN</b>		<b>NEW PIN</b>	
<b>RELIGION</b>			
<b>BLOOD GROUP</b>			
<b>BATCH NO.</b>			
<b>ID CARD NO.</b>			
<b>GPF NUMBER</b>			
<b>DEPARTMENTAL WELFARE NO.</b>			
<b>WOMEN'S WELFARE NO.</b>			
<b>PASSPORT NO.</b> (if any)			
<b>NID NO.</b>			
<b>GENDER</b> (Tick the empty box)	<b>MALE</b>	<b>FEMALE</b>	<b>OTHERS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DATE OF BIRTH</b>						
<b>DATE OF JOIN</b>						
<b>DISTRICT OF BIRTH</b>						
<b>NATIONALITY</b>						
<b>DISABILITY CODE</b>						
<b>TIN NUMBER</b> (if any)						
<b>QUOTA</b> (Tick the empty box)	<b>GENERAL</b>	<b>FREEDOM FIGHTER</b>	<b>ETHNIC MINORITY</b>	<b>DISABLED</b>	<b>ORPHAN</b>	<b>POSHSHO</b>
<b>MARITAL STATUS</b> (Tick the empty box)	<b>SINGLE</b>	<b>MARRIED</b> <i>(If married, fill in the following information)</i>	<b>SAPARATE</b>			
<b>SPOUSE INFORMATION</b>	<b>NAME</b>					
	<b>TIN NO (if any)</b>					
	<b>PROFESSION (Tick the empty box)</b>	<b>GOVT.</b>		<b>OTHERS</b>		
	<b>HOME DISTRICT</b>					
	<b>TOTAL CHILD</b>					
<b>BODY DETAILS</b>	<b>HEIGHT (inch)</b>					
	<b>WEIGHT (KG)</b>					
	<b>IDENTIFICAION</b> (according to service book)					

<b>CONTACT INFORMATION</b>	PERSONAL MOBILE NO	
	HOME MOBILE NO	
	E-MAIL	
<b>EMERGENCY CONTACT</b>	NAME	
	MOBILE NO	
	RELATIONSHIP	
<b>PRESENT ADDRESS</b>	DIVISION	
	DISTRICT	
	UPAZILA	
	POST OFFICE	
	POSTAL CODE	
	VILLAGE / ROAD / AREA	
	UNION / MUNICIPAL or CITY CRPORATION WARD	
	HOUSE / HOLDING No	
<b>PPERMANENT ADDRESS</b>	DIVISION	
	DISTRICT	
	UPAZILA	
	POST OFFICE	
	POSTAL CODE	
	VILLAGE / ROAD / AREA	
	UNION / MUNICIPAL or CITY CRPORATION WARD	
	HOUSE / HOLDING No	

<b>JOB ASSIGN (CURRENT POSTING)</b>	<b>DESIGNATION</b>				
	<b>GRADE</b>				
	<b>OFFICE / STATION NAME</b>				
	OFFICE DIVISION				
	OFFICE DISTRICT				
	OFFIC UPAZILA				
	<b>ATTACHMENT</b> (Tick the empty box)		<b>YES</b>		<b>NO</b>
	<b>ATTACHMENT DESIGNATION</b>				
	<b>OFFICE / STATION NAME</b>				
	OFFICE DIVISION				
	OFFICE DISTRICT				
	OFFIC UPAZILA				

<b>EDUCATIONL QUALIFICATION</b>	<b>EXAMINATION</b> (Tick the empty box)	EIGHT PASSED		JSC / JDC		
		SSC		DAKHIL		
		SSC VOCATIONAL		O LEVEL / CAMBRIDGE		
		S.S.C EQUIVALENT				
	<b>EDUCATION BOARD</b>					
	<b>ROLL NUMBER</b>					
	<b>OBTAINED RESULT</b>					
	<b>GROUP / SUBJECT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<b>Science</b>	<b>Business studies</b>	<b>Humanities</b>		
	<b>OTHERS</b>					
	<b>PASSING YEAR</b>					
<b>NAME OF INSTITUTION</b>						

**EDUCATIONL  
QUALIFICATION**

<b>EXAMINATION</b> (Tick the empty box)	H.S.C		ALIM	
	BUSINESS MANAGEMENT		DIPLOMA ENGINEERING	
	A LEVEL / SR. CAMBRIDGE		DIPLOMA	
	H.S.C EQUIVALENT			
<b>EDUCATION BOARD</b>				
<b>ROLL NO</b>				
<b>OBTAINED RESULT</b>				
<b>GROUP / SUBJECT</b>	<input type="checkbox"/> Science	<input type="checkbox"/> Business studies	<input type="checkbox"/> Humanities	
	OTHERS			
<b>PASSING YEAR</b>				
<b>NAME OF INSTITUTION</b>				
<b>EXAMINATION</b> (Tick the empty box)	B.Sc		B.A	
	B.Com		B.S.S	
	BBA		L.L.B	
	FAZIL		HONORS EQUIVALENT	
	OTHERS			
<b>DEGREE TYPE</b>		<b>PASS</b>	<b>HONORS</b>	
<b>UNIVERSITY</b>				
<b>ROLL NO</b>				
<b>OBTAINED RESULT</b>				
<b>GRADUATION SUBJECT</b>				
<b>PASSING YEAR</b>				
<b>NAME OF INSTITUTION</b>				

<b>EDUCATIONL QUALIFICATION</b>	<b>EXAMINATION</b> (Tick the empty box)			
	M.Sc		M.A	
	M.Com		M.S.S	
	MBA		L.L.M	
	KAMIL		MASTERS EQUIVALENT	
	M. PHIL		M. ENG	
	OTHERS			
	<b>UNIVERSITY</b>			
	<b>ROLL NO</b>			
	<b>OBTAINED RESULT</b>			
	<b>GRADUATION SUBJECT</b>			
	<b>PASSING YEAR</b>			
<b>NAME OF INSTITUTION</b>				

**If you have any othe r educational qualification then add them in the below field.**


**PFOFESSIONAL / OTHER EXPERIENCES:**

Designation / Post	Organization Name	Responsibilities	From	To

<b>JOURNAL / PUBLICATIONS</b>	TITLE	
	PUBLICATION / PUBLISHER	
	PUBLICATION DATE	
	AUTHOR	
	PUBLICATION URL	

	<i>Please attach a Passport size photo of <u>nominee-2</u> with white back ground.</i>	<i>Please attach a Passport size photo of <u>nominee-1</u> with white back ground.</i>

<b>NOMINEE INFORMATION</b>	<b>(1) NOMINEE NAME</b>	
	NID / BIRTH CERTIFICATE	
	RELATIONSHIP	
	PERCENTAGE (%)	
	PERMANENT ADDRESS	
	<b>(2) NOMINEE NAME</b>	
	NID / BIRTH CERTIFICATE	
	RELATIONSHIP	
	PERCENTAGE (%)	
	PERMANENT ADDRESS	





**Award (To be filled up by office according to Service Book)**

Name of Award	Field of Award Achievement	Issue Authorities	Memo No & Date	Remark

**Leave (To be filled up by office according to Service Book)**

Type of Leave	From date	To date	Memo & Date

**Abroad (বৈদেশিক) Training (To be filled up by person)**

Course Name	From date	To date	Venue & Country	Memo No & Date	Result

**Inland (আভ্যন্তরীণ) Training (To be filled up by person)**

Course Name	From date	To date	Venue & Country	Memo No & Date	Result

**Inhouse (বিভাগীয়) Training (To be filled up by person)**

Course Name	From date	To date	Venue & Country	Memo No & Date	Result

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**(Employee Signature)**

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**(Authority Signature)**