**FIRE SERVICE & CIVIL DEFENCE**

***KAZI ALAUDDIN ROAD, DHAKA-1000***

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| --- |
| ***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:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FULL NAME** | |  | | | | |
| **FATHER’S NAME** | |  | | | | |
| **MOTHER’S NAME** | |  | | | | |
| **OLD PIN** | |  | | **NEW PIN** |  | |
| **RELIGION** | |  | | | | |
| **BLOOD GROUP** | |  | | | | |
| **BATCH NO.** | |  | | | | |
| **ID CARD NO.** | |  | | | | |
| **GPF NUMBER** | |  | | | | |
|  | | | | | | |
|  | **DEPARTMENTAL WELFARE NO.** | |  | | |  |
| **WOMEN’S WELFA RE NO.** | |  | | |
|  | | | | |
| **PASSPORT NO.**  (if any) | |  | | | | |
| **NID NO.** | |  | | | | |
| **GENDER**  (Tick the empty box) | | |  |  |  | | --- | --- | --- | | MALE | FEMALE | OTHERS | |  |  |  | | | | | |

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| **DATE OF BIRTH** |  | | | | | | | | | | | | | | | | | | |
| **DATE OF JOIN** |  | | | | | | | | | | | | | | | | | | |
| **DISTRICT OF BIRTH** |  | | | | | | | | | | | | | | | | | | |
| **NATIONALITY** |  | | | | | | | | | | | | | | | | | | |
| **DISABILITY CODE** |  | | | | | | | | | | | | | | | | | | |
| **TIN NUMBER**  (if any) |  | | | | | | | | | | | | | | | | | | |
| **QUOTA**  (Tick the empty box) |  | | | | | | | | | | | | | | | | | | |
|  | GENERAL | | FREEDOM FIGHTER | | | | ETHNIC MINORITY | | | | DISABLED | | | ORPHAN | POSHSHO | |  | |
|  | |  | | | |  | | | |  | | |  |  | |
|  | | | | | | | | | | | | | | | |
| **MARITAL STATUS**  (Tick the empty box) |  | | | | | | | | | | | | | | | | | | |
|  | | **SINGLE** | | **MARRIED**  ***(If married, fill in the***  ***following information)*** | | | | | **SAPARATE** | | |  | | | | | | |
|  | |  | | | | |  | | |
|  | | | | | | | | | |
| **SPOUSE INFORMATION** |  | | | | | | | | | | | | | | | | | | |
|  | | NAME | | |  | | | | | | | | | | | | |  |
| TIN NO (if any) | | |  | | | | | | | | | | | | |
| PROFESSION (Tick the empty  box) | | |  | | | | | | | | | | | | |
|  | GOVT. | | | |  | | | OTHERS | | |  |  |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| HOME DISTRICT | | |  | | | | | | | | | | | | |
| TOTAL CHILD | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **BODY DETAILS** |  | | | | | | | | | | | | | | | | | | |
|  | | HEIGHT (inch) | | | | | |  | | | | | | | | | |  |
| WEIGHT (KG) | | | | | |  | | | | | | | | | |
| IDENTIFICAION  (according to service book) | | | | | |  | | | | | | | | | |
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| **CONTACT INFORMATION** |  | | | |
|  | PERSONAL MOBILE NO |  |  |
| HOME MOBILE NO |  |
| E-MAIL |  |
|  | |
| **EMERGENCY CONTACT** |  | | | |
|  | NAME |  |  |
| MOBILE NO |  |
| RELATIONSHIP |  |
|  | |
| **PRESENT ADDRESS** |  | | | |
|  | DIVISION |  |  |
| DISTRICT |  |
| UPAZILA |  |
| POST OFFICE |  |
| POSTAL CODE |  |
| VILLAGE / ROAD / AREA |  |
| UNION / MUNICIPAL or  CITY CRPORATION WARD |  |
| HOUSE / HOLDING No |  |
|  | |
|  | | | | |
| **PPERMANENT ADDRESS** |  | | | |
|  | DIVISION |  |  |
| DISTRICT |  |
| UPAZILA |  |
| POST OFFICE |  |
| POSTAL CODE |  |
| VILLAGE / ROAD / AREA |  |
| UNION / MUNICIPAL or  CITY CRPORATION WARD |  |
| HOUSE / HOLDING No |  |
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| **JOB ASSIGN**    **(CURRENT POSTING)** |  | | | | | | | | | | | | |
|  | **DESIGNATION** | | |  | | | | | | | |  |
| **GRADE** | | |  | | | | | | | |
| **OFFICE / STATION NAME** | | |  | | | | | | | |
| OFFICE DIVISION | | |  | | | | | | | |
| OFFICE DISTRICT | | |  | | | | | | | |
| OFFIC UPAZILA | | |  | | | | | | | |
| **ATTACHMENT**  (Tick the empty box) | | | **YES** | |  | | **NO** | |  | |
| **ATTACHMENT DESIGNATION** | | |  | | | | | | | |
| **OFFICE / STATION NAME** | | |  | | | | | | | |
| OFFICE DIVISION | | |  | | | | | | | |
| OFFICE DISTRICT | | |  | | | | | | | |
| OFFIC UPAZILA | | |  | | | | | | | |
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| **EDUCATIONL QUALIFICATION** |  | | | | | | | | | | | | |
|  | **EXAMINATION**  (Tick the empty box) | EIGHT PASSED | | | |  | JSC / JDC | | | |  |  |
| SSC | | | |  | DAKHIL | | | |  |
| SSC  VOCATIONAL | | | |  | O LEVEL /  CAMBRIDGE | | | |  |
| S.S.C EQUIVALENT | | | | |  | | | | |
| **EDUCATION BOARD** | |  | | | | | | | | |
| **ROLL NUMBER** | |  | | | | | | | | |
| **OBTAINED RESULT** | |  | | | | | | | | |
| **GROUP / SUBJECT** | |   **Science** | |   **Business studies** | | | |   **Humanities** | | |
| **OTHERS** | |  | | | | | | |
| **PASSING YEAR** | |  | | | | | | | | |
| **NAME OF INSTITUTION** | |  | | | | | | | | |
|  | | | | | | | | | | | |

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| **EDUCATIONL**  **QUALIFICATION** |  | | | | | | | | | | | | | |
|  | **EXAMINATION**  **(Tick the empty box)** | H.S.C | | | | |  | ALIM | | | |  |  |
| BUSINESS  MANAGEMENT | | | | |  | DIPLOMA ENGINEERING | | | |  |
| A LEVEL / SR. CAMBRIDGE | | | | |  | DIPLOMA | | | |  |
| H.S.C EQUIVALENT | | | | | |  | | | | |
| **EDUCATION BOARD** | |  | | | | | | | | | |
| **ROLL NO** | |  | | | | | | | | | |
| **OBTAINED RESULT** | |  | | | | | | | | | |
| **GROUP / SUBJECT** | |   **Science** | | |   **Business studies** | | | |   **Humanities** | | |
| **OTHERS** | | |  | | | | | | |
| **PASSING YEAR** | |  | | | | | | | | | |
| **NAME OF INSTITUTION** | |  | | | | | | | | | |
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|  | **EXAMINATION**  **(Tick the empty box)** | B.Sc | | |  | | | | B.A | | |  |  |
| B.Com | | |  | | | | B.S.S | | |  |
| BBA | | |  | | | | L.L.B | | |  |
| FAZIL | | |  | | | | HONORS EQUIVALENT | | |  |
| OTHERS | | | | | | |  | | | |
| **DEGREE TYPE** | | **PASS** |  | | | | | **HONORS** | |  | |
| **UNIVERSITY** | |  | | | | | | | | | |
| **ROLL NO** | |  | | | | | | | | | |
| **OBTAINED RESULT** | |  | | | | | | | | | |
| **GRADUATION SUBJECT** | |  | | | | | | | | | |
|  | **PASSING YEAR** | |  | | | | | | | | | |  |
| **NAME OF INSTITUTION** | |  | | | | | | | | | |
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| **EDUCATIONL QUALIFICATION** |  | | | | | | | | | | |
|  | **EXAMINATION**  **(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 | |  | | | | |
|  | | | | | | | | |
| **UNIVERSITY** | | |  | | | | | |
| **ROLL NO** | | |  | | | | | |
| **OBTAINED RESULT** | | |  | | | | | |
| **GRADUATION SUBJECT** | | |  | | | | | |
|  | **PASSING YEAR** | | |  | | | | | |  |
| **NAME OF INSTITUTION** | | |  | | | | | |
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| **If you have any othe r educational qualification then add them in the below field.** | | | | | | | | | | | |
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| **PFOFESSIONAL / OTHER EXPERIENCES:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Designation / Post | Organization Name | | Responsibilities | | | | From | | To | | |
|  |  | |  | | | |  | |  | | |
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| **JOURNAL / PUBLICATIONS** |  | | | | | |
|  | TITLE | |  | | |
| PUBLICAITON / PUBLISHER | |  | | |
| PUBLICATION DATE | |  | | |
|  | AUTHOR | |  | | |
| PUBLICATION URL | |  | | |
|  | | | | |
|  | | | | | | |
|  | | | ***Please att ach a Passport size photo of nominee-2***  ***with whit e back ground.*** | |  | ***Please attach a Passport size photo of nominee-1 with white back ground.*** |
|  | |  |
| **NOMINEE INFORMATION** |  | | | | | |
|  | **(1) NOMINEE NAME** | |  | | |
| NID / BIRTH CERTIFICATE | |  | | |
| RELATIONSHIP | |  | | |
|  | PERCENTAGE (%) | |  | | |
| PERMANENT ADDRESS | |  | | |
| **(2) NOMINEE NAME** | |  | | |
| NID / BIRTH CERTIFICATE | |  | | |
| RELATIONSHIP | |  | | |
| PERCENTAGE (%) | |  | | |
| PERMANENT ADDRESS | |  | | |
|  | | | | |

**Promotion & Posting: First Joining to End & Attachment Information shall be included (To be filled up by office according to Service Book)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Grade** | **Office/Station** | **From date** | **To date** | **Remark** |
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**Punishment (To be filled up by office according to Service Book)**

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| --- | --- | --- | --- | --- | --- |
| Punishment Name | Offence | From date | End Date | Action | Punishment  Sanction  Authority, Memo No. & Date |
|  |  |  |  |  |  |
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**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 |
|  |  |  |  |
|  |  |  |  |
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# Abroad (বৈদেশিক) Training (To be filled up by person)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Name | From date | To date | Venue & Country | Memo No & Date | Result |
|  |  |  |  |  |  |
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# 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)

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| --- | --- | --- | --- | --- | --- |
| Course Name | From date | To date | Venue & Country | Memo No & Date | Result |
|  |  |  |  |  |  |
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***(Employee Signature) (Authority Signature)***