**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:

|  |  |
| --- | --- |
| **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  |   |
|  |

|  |  |
| --- | --- |
| **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  |   |
|  |
|   |
| **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**  |  |
|  |

|  |  |
| --- | --- |
| **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**  |  |
|  |
|   |
|            | **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**  |  |
|  |

|  |  |
| --- | --- |
| **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**  |  |
|  |  |   |
|  |
| **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  |
|   |   |   |   |   |
|   |   |   |   |   |

|  |  |
| --- | --- |
| **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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Punishment Name  |  Offence  |  From date  |  End Date  |  Action  | Punishment Sanction Authority, Memo No. & Date  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**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  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Employee Signature) (Authority Signature)***