

## ER Sheet Data Entry Form

**Basic Data**

## Officer ID No. Details

Service	CSS	Cadre	Draughtsman Gr.-II	Sub Cadre		Id No.	will be allotted by CS Division, LNB
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Select List Year (Allot Year)

## Name Details

Title	First Name	Middle Name	Sur Name	Initials
Mrs	RUNU	RANI	DEVI	<i>Runi</i>

 CSL No./  
SCSL No: (if known)
*Runi Devi*

Sex	<input type="radio"/> Male	<input checked="" type="radio"/> Female	Date of Birth	01.02.1956	Date of Retirement	31.01.2016
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Community	General	Religion	Hindu
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 Father's Name  
LATE DURGA NATH SARMA

## Birth Details

Birth Place	Keot Kuchi	Birth State/UT	Assam	Nationality	Indian
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Birth District	Barpeta	Mother Tongue	Assamese
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Domicile	Assam	Physically Handicap Status	
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Blood Group	B +ve	Identification Marks	one black mole on left seck
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## Marital Details

Marital Status	Married	Spouse Name	Mr Arun Kr. Sarma
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Spouse Nationality	Indian
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## Joining Details

Source of Recruitment	(As per Advertisement) SELECTION GRADE	Joining Date	05.10.1983	Retirement Details	31.01.2016
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## Departmental Examination Details

	Level	Year	Rank
1	Others Interview for Gr. III	1983	3 <sup>rd</sup>
2	Departmental Exma. for Gr. II	1990	Pass
3			

Remarks (if any)

**Language Known**

		Read	Write	Speak	
Indian Languages Known	1	Assamese	Fluent	Fluent	Fluent
	2	Hindi	Fluent	Fluent	Fluent
	3	Bengali	Fluent	Fluent	Fluent
	4				
	5				
Foreign Lang. Known	1	English	Fluent	Fluent	Limited
	2				
	3				

**Address Details**

Permanant Address	Hengrabari Houseing Road, Sarathi Path House No.-17,		City	Guwahati
	State/UT	Assam	Pin Code	6
Present Contact Address	Hengrabari Houseing Road, Sarathi path House No.-17		City	Guwahati
	State/UT	Assam	Pin Code	6
	Phone (Off)		Fax.	
	Phone(Res)		Mob No	9,957,316,080
	E-Mail (Mandatory)			

**Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)**

Qualification		Discipline		Specialization 1	
P.U.		Diploma in Draughtsmanship (Civil) 1977			
Year	Division		CGPA	Specialization 2	
1,976	2nd Division				
Institution		University		Place	Country
M.C.College		Guwahati		Barpeta	India

**Experience**

Type of Posting		Level			
Regular		Other			
Designation		Present Position			
Draughtsman Gr. II		Regular		Gr. II	
Ministry		Department			
Water Resources		Brahmaputra Board			
Office		Place			
O/O the Chief Engineer- I		Basistha, Guwahati-29			
Experience Subject		Period of Posting			
Major		Minor		From	To

Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject

**Training**

Training Year	Training Name		Training Subject		
2009	Programme on Auto Cad with Computer Basics		Auto Cad with Computer Basics		
Level	Institute Name, Place		Field Visit Country	Field Visit Place (within India)	
	Assam Electric Development Corporation Ltd.				
Sponsoring Authority	Period of Training		Duration	Result	
	From	To	( in Weeks)	<input checked="" type="radio"/> Qualified	
	30 <sup>th</sup> March 2009	10 <sup>th</sup> April 2009	10 days	<input type="radio"/> Not Qualified	

**Awards/Publications**

Type of Activity :			<input type="radio"/> Academic	<input type="radio"/> Non Academic
Activity Area		Activity Subject		Activity Title
Day	Month	Year	Activity Description/Remarks	
			Level	

Note: (i) Concerned CSS officer is responsible for the correctness of information sent through ER Sheet proforma.

(ii) Subject to verification by the concerned administrative authorities.

Date : \_\_\_\_\_ Place : \_\_\_\_\_  
 Information checked and verified - by \_\_\_\_\_ Signature of Officer \_\_\_\_\_

Section Officer	Ministry/Department	
E-mail Id	Room No.	Building Name :
Phone No.	Wing No.	