

## Employee Personal Information

Institute:	
Department:	Designation:
First Name:	Last Name:
Gender:	Date of Birth:
Father's Name:	Martial Status:
Mother's Name:	
Husband's Name:	
Languages known	(Read):
	(Write):
Health Problems:	
Identity Marks:	
Height (in cms):	Nationality:
Blood Group:	Home District:
Category:	Phone No:
Whatsapp No:	E-mail ID :
<b>✓ Mark the attached documents</b>	
1. Medical Fitness <input type="checkbox"/>	2. Character Certificate <input type="checkbox"/>

EMPID:

Signature Specimens

### I.D. Proofs:

Adhaar Card <input type="checkbox"/>	Passport <input type="checkbox"/>	Driving License <input type="checkbox"/>	Caste Certificate <input type="checkbox"/>
Voter Card <input type="checkbox"/>	Pan Card <input type="checkbox"/>	Ration Card <input type="checkbox"/>	Income Certificate <input type="checkbox"/>
Other Documents Attached:			

### Address:

<b>Permanent Address:</b>			
District:	State:	Pin Code:	Phone:
<b>Temporary Address:</b>			
District:	State:	Pin Code:	Phone:

**Education Qualification** (Strike off which is not applicable):

Examination/Degree	Year	Division	% of Marks/ Grade	University/ Board	Subject/ Specialization	Regular/ Distance (Full/Part time)
Matric / Xth						
Pre-Uni. / 10+2 / Inter						
B.E/B.Tech / B.Sc / B.com/ BBA / any other						
M.E / M.Tech / MBA / M.Sc. / MCA or any other						
NET / SLET / GATE						
M.Phil						
PhD (Full time / Part time)	.....	Subject _____ Topic Of Thesis _____ Name of the University / Institute that has awarded the PHD Degree _____ Is the degree awarded as per UGC Phd regulation 2009 (Yes/No)				
Date of Registration	.....					
Date of thesis submission	.....					
Year of Award of Degree	.....					
Any other qualifications						

**Work Experience** (Give in chronological order starting with the present post.)

Employer	Post held	Pay Scale	Basic Pay	Period of Employment (start-end)	Duration (M/Y)	Nature of duties/ work/ Teaching/ Research/Other

Has there been any break in your carrier?, If so, give details thereof with reasons:	
Have you ever been punished during your service or convicted by a court of law?	
Were you at any time declared medically unfit or asked to submit your resignation or discharge or dismissed? If yes, give details in a separate sheet.	
Teaching experience (full- time) Institute/College/University:	
Research Experience:	
Any other Experience (Please specify):	

Research contribution	Awarded	Submitted	In Progress
PhD			
M.phil			
Master's			
Number of sponsored research projects Number of consultancy projects.			
Prizes / medals / Awarded / Honours (pl specify)			
Extra- curricular activities, if any. Give details of proficiency acquired and part taken in other extra- curricular or social activities such as NCC, public debates and social service etc.			
Have you studied Hindi up to Matric Standard?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you studied English up to Matric Standard?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you know how to use a Computer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you know how to use Microsoft Office?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you know how to use a Smartphone?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

### Family Details

Sno.	Name	Relation	Working Status	Designation	Phone No.
1.					
2.					
3.					

### References :

S.no.	Name	Institute.	Designation.	Contact No.
1.				
2.				
3.				

For office use only (not to be filled by the candidate)

### Interview Details:

Name Of Interviewer/'s :	
Date of Interview :	
Test Conducted :	
Test Result :	
Remarks:	

**Bank Details:**

A/c No. :		Bank:	
A/c Name :		Branch:	
IFSC Code:			

**Joining Details :**

Date of Joining :		Office allotted:	
Institute :		Subordinate to:	
Department :		Trial Period :	
Designation :		Trial Period Salary:	
Mode of Recruitment:		Job Target in TP:	
EMPID:			

**Salary Details -**

Basic Pay:		Deductions:	
TA/DA:		Hostel Charges:	
		Bus Charges:	
Working Hours:		Mess Charges:	
Working days:			
Leave details:			

Interviewer.


DIRECTOR

Management