



Instruction: This form is to be completed and submitted by prospective employees upon reporting for duty following their appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. Once the form has been duly countersigned by the DDO, the Subject Assistant will enter the necessary data into the HRMS portal of the university. Subsequently, the Employee Code will be retrieved from the system and recorded in the designated box below.

Specimen Signature <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	Specimen Signature <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	Affix a recently taken passport size photo
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(For Office use)

Employee Code											
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PERSONAL DETAILS
 (To be filled up by the prospective employee)

Posting Office		Salary Office	
Domicile Certificate No.			
First Name (In capital letters)			
Middle Name (In capital letters)			
Last Name (In capital letters)			
Date of birth (DD/MM/YYYY)		Sex (M/F)	
Name of Father			
Name of Mother			
Category (General/Reserved)	SC/ST/OBC/RBA/ALC/ Sports/PHC/Ex-serviceman		
Nationality		Religion	
PAN Number			
Aadhar Number			
GPF /PRAN No:			
Blood Group (Optional)		Marital status (unmarried/married/divorcee)	
Spouse's Name			Remarks:

Signature of DDO
SEAL
Dated



Joining Details			
Date of Appointment		Order No.	
Joining Department		Joining Office	
Date of Joining		Actual Post held	
Designation/ CAS Designation			
Pay Band of Post		Grade Pay	
Basic Pay		Permanent/ Contractual Employee	
DDO HRMS Code		<i>Remarks:</i>	
Salary Details			
Current Pay Band			
Pay Level		Basic Pay	
Bank Detail (Sole responsibility of the prospective employee and DDO)			
Name of the Bank		A/c No.	
Name of the Branch		IFSC	

Signature of DDO

SEAL

Dated



Employee address details			
Present address		Permanent address	
House No/ Street No		House No/ Street No	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Tehsil		Tehsil	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	

Mobile No.		Email address	
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Documents Required:

copy of

1. University order.
2. Joining report.
3. DOB Certificate.
4. Qualification Verification certificate.
5. Bank Passbook/ statement.
6. PRAN Card.

Signature of DDO

SEAL
Dated



Educational Details				
ACADEMIC QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade
10th				
12 th				
Graduation/Diploma				
Masters				
Ph.D.				

TECHNICAL QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade

PROFESSIONAL QUALIFICATION				
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grade
Specialized Training, if any				

Declaration by the prospective employee

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Signature of Employee Dated

Signature of DDO
SEAL
Dated

DEPUTY REGISTRAR (EST).

Signature of NODAL OFFICER HRM

All Fields must be filled out; any blank field will cause the form to be rejected.