



**PONDICHERRY UNIVERSITY
PUDUCHERRY**

**Dr. S. MANIVANNAN
DEPUTY REGISTRAR(ADMN)**

**Dr. B.R.AMBEDKAR ADMN. BUILDING
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PUDUCHERRY – 605 014
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No. PU/Estt(T)/ET-6/2014-15/

Date: 13.05.2014

CIRCULAR

Sub: PU-Estt-Creation of Electronic Data Base – Personal details of Teaching staff called for – Reg.

It is proposed to create an electronic data base of service particulars of all Teaching staff.

In this connection, all Teaching staff are hereby requested to submit their personal details in the prescribed form and submit the same to the undersigned on or before 02.06.2014.

The Teaching staff are requested to follow the instructions given under, for filling the enclosed format:

- i) Application should be filled by the concerned employee.
- ii) No Column should be left blank.
- iii) In the case of no data available, indicate as "Nil".
- iv) Names and other details are to be filled in as per service records.

All are requested to extend full co-operation for speedy creation of electronic database.


DEPUTY REGISTRAR (ADMN.)

Encl: As above

To^s
All The Teaching staff Through Proper Channel
Pondicherry University
Puducherry.



PONDICHERRY UNIVERSITY

PERSONAL DETAILS OF TEACHING STAFF (Establishment Teaching Section)

Recent Passport Size
Photograph
Paste Here

1. Employee Code :

2. Employee Name :
(In **BLOCK LETTERS**) (As per Record)

3. Gender (Please tick any one) : Male / Female

Signature

[Signature Box]

4. Name of the Father :
(As per Record)

5. Name of the Mother :
(As per Record)

6. Name of the Spouse, if Married:
(As per Record)

7. Date of Initial appointment in
the University with Designation:

Date	Designation

8. Subsequent Promotions under CAS
with Date:
(Use separate sheet,
if space is not sufficient)

Date	Designation

9. Present Designation :

Date	Designation

10. Nationality : Indian / If Others (Specify):
(Please tick any one)

11. Category : General / OBC/SC/ST/PWD
(Please tick any one)

12. Educational Qualifications:

[Educational Qualifications Box]

13. Professional &
Technical Qualifications :

14. Previous Experience :
(Use separate sheet,
if space is not sufficient)

15. Height :

16. Personal Marks of Identification: i)

ii)

17. Appointed against : General / OBC / SC / ST / PWD
(Please tick any one)

18. Religion : Hindu / Muslim / Christian / if Others (Specify):
(Please tick any one)

19. Date of Birth :

20. Date of Superannuation :

21. Employment Type : Regular / Deputation / Contract
(Please tick any one)

22. Field of Specialization :
(Use separate sheet,
if space is not sufficient)

23. No. of Publications :

Books	Journals	Others

24. Dependent Family Details:
(Use separate sheet,
if space is not sufficient)

Name	Relationship	D.O.B

25. Permanent Home Address:

Pin Code:

26. Communication address :
(if both address are same pl mention -AsAbove-)

Pin Code:
...3/-

27. Mobile No. :+91-

28. Landline No.(with STD Code) :
(Residence No. only.)

29. E-mail ID :

30. In case of an emergency
Contact Address :

Name of the Person to be contacted	
Address of the Person	
Relationship	
Phone No.	
E-Mail ID (if any)	

31. Blood Group :

32. Place of Birth :

33. Home Town :

34. Indian Bank A/c No. :

35. GPF / CPF/ NPS No. :

36. Health Card No. :

37. PAN Card No. :

DECLARATION

I hereby declare that the above said information all are true to the best of my knowledge and belief.

DATE:

SIGNATURE OF EMPLOYEE