



PONDICHERRY UNIVERSITY

PUDUCHERRY

REMINDER - I

Dr. S. MANIVANNAN, MBA., Ph.D.,
DEPUTY REGISTRAR
ADMINISTRATION

Bharat Ratna Dr. B.R. Ambedkar
Administrative Bldg., R.V. Nagar,
Kalapet, Puducherry – 605 014

PU/Estt(NT)/NT-15/Automation/2014/14

Date: 18.08.2014

CIRCULAR

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

Ref: e-Circular dt.29.04.2014.

A kind reference is invited to the circular cited wherein the personal details of Non-Teaching employees in the prescribed form were called-for for creation of electronic data base. But it is seen that some of the Non-Teaching employees are yet to furnish the required details.

Therefore, the non-teaching employees who are yet to furnish the particulars are requested once again to furnish the required personal details in the prescribed form on or before 01.09.2014 for further processing.

This may be treated as **MOST URGENT**.


DEPUTY REGISTRAR (ADMN.)

Encl: As above

To

All the Non-Teaching Employees - *Through Proper Channel*
Pondicherry University
Puducherry.



PONDICHERRY UNIVERSITY
PERSONAL DETAILS OF EMPLOYEES
(Establishment Non-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

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 with Dates:

| 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:

13. Professional &
 Technical Qualifications :

14. Height : Cms

15. Personal Marks of Identification: i)

ii)

16. Appointed against : General / OBC / SC / ST / PWD / Compassionate / Land Affected
(Please tick any one)

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

18. Date of Birth :

19. Date of Superannuation :

20. Employment Type : Regular / Deputation / Contract (Retd) / Contract / Labourer on Contract /NMR
(Please tick any one) / Consolidated

21. Places worked from date
of Initial appointment in the
University :
(Use separate sheet,
if space is not sufficient)

| Date | | Place |
|------|----|-------|
| From | To | |
| | | |
| | | |
| | | |

22. Permanent Home Address:

Pin Code:

23. Communication address :
(if both address are same pl. mention -As Above-)

Pin Code:

24. Mobile No. :+91-

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

26. E-mail ID :

27. Blood Group :

28. Place of Birth :

29. Home Town :

30. Indian Bank A/c No. :

31. GPF / CPF/ NPS No. :

32. Health Card No. :

33. 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