



PONDICHERRY UNIVERSITY

PUDUCHERRY

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/2014/08

Date: 29.04.2014

CIRCULAR

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

It is proposed to create an electronic data base of service particulars of all Non-Teaching employees.

In this connection, all Non-Teaching employees are hereby requested to submit their personal details in the prescribed form and submit the same to the undersigned **on or before 20.05.2014.**

The Non-Teaching employees 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

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 :

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