



PONDICHERRY UNIVERSITY
PUDUCHERRY

P. SUBRAMANIAN
DEPUTY REGISTRAR(ESTT)

Dr. B.R.AMBEDKAR ADMN. BUILDING
R.V. NAGAR, KALAPET
PUDUCHERRY – 605 014
PHONE No. 0413-2654935

No. PU/Estt(T)/ET-6/2015-16/ 68

Date: 25.11.2015

CIRCULAR

REMINDER - II

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

Ref: 1) Our Circular dated 21.05.2014.
2) Our Circular dated 10.12.2014.

It is found that some Faculty members had not furnished their personal details for creation of Electronic database.

Hence, these Faculty members are requested to submit their personal details in prescribed form on or before 11.12.2015 to enable this office to complete the process.

You kind co-operation for speedy creation of Electronic database is solicited.

DEPUTY REGISTRAR (ESTT.)

Encl: Format

To
All the Faculty membersThrough Proper Channel
Pondicherry University
Puducherry.

NOTE: If any Teaching Staff had already furnished his personal details, kindly ignore this circular. However, kindly send a copy of Aadhaar card to the Teaching section.

Copy to
The Systems Managerwith a request to host in the University Website.
Computer Centre
Pondicherry University
Puducherry – 14



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

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 &
Department:

Date	Designation	Department

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:

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:

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

Pin Code:

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. :

38. Aadhaar 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