



REMINDER-III

PONDICHERRY UNIVERSITY

PUDUCHERRY

P.SUBRAMANIAN B.Com., MBA
DEPUTY REGISTRAR (Admn)

Bharat Ratna Dr. B.R. Ambedkar
Administrative Bldg., R.V. Nagar,
Kalapet, Puducherry-605014

PU/Estt (NT)/NT-15/Automation/2015/22

Date: 13.04.2015

CIRCULAR

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

Ref: (I) e-Circular dt. 29.04.2014.
(II) e-Circular dt. 18.08.2014. (Reminder-I)
(III) e-Circular dt.08.01.2015 (Reminder-II)

A kind reference is invited to the circulars cited wherein the personal details of Non-Teaching employees in the prescribed form were called-for for creating an 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 once again requested to furnish the required personal details in the prescribed form **on or before 24.04.2015** for further processing.

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


13/4
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 -AsAbove-)

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. :

34. Aadhar 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