**Employee Registration Form**

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**Basic Profile**

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| --- | --- | --- | --- | --- |
| **EMPLOYEE CODE** | **To be entered by the College :** | | | |
| **Full Name of the Employee**  **(As per Service Book or HSC Certificate)** | **Mr/Ms/Mrs/Dr.** |  | | |
| **DATE OF BIRTH (As per Service Book or HSC Certificate)** |  | | | |
| **GENDER** | **M/F/Other** | | | |
| **OFFICE ADDRESS** |  | | | |
| **AADHAAR NUMBER** |  | | | |
| **MARITAL STATUS** | **Married/Unmarried** | | | **If married, Date of Marriage :** |
| **DOMICILE OF ODISHA** | **Yes/No** | | | |
| **NATIONALITY** | **Indian/Others** | | | |
| **RELIGION** | **Hindu/Muslim/Christian** | | | |
| **PwD (Person with Physical Disability)** | **YES/NO**  **If Yes, Category:** | | **Blindness(B)/Low Vision(LV)**  **Hearing Impairment(HI)**  **Locomotor Diability(LD)/Cerebral Palcy(CP)** | |
| **Ex-Servicemen** | **YES/NO** | | **Date of Discharge :** | |
| **Sports Person** | **YES/NO** | | **National/International** | |
| **CATEGORY/GROUP** | **SC/ST/OBC/SEBC/General** | | | |
| **BLOOD GROUP** | **A+/B+/O+/AB+/A-/B-/O-/AB-** | | | |
| **CHRONIC DISEASES IF ANY** | **YES/NO If Yes, Mention the disease name:** | | | |
| **LANGUAGES KNOWN** | **ORIYA/ENGLISH/HINDI** | | | |
| **Additional Charges,If any** | **NCC/NSS/Hostel Supt./Warden/ Admin Bursar/Acct. Bursar/ Admission I.C/ PIMS I.C / Exam I.C** | | | |
| **E-mail Address, If any** |  | | | |

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**Family Profile**

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| **Name of the member** | **Relation with employee** | **Date of Birth** | **Marital Status (Married/ Unmarried)** | **Aadhaar No.** | **Mobile no.** | **Dependent (Yes/ No)** | **Chronic disease (Y/N)**  **If Yes, mention the name of disease** |
|  | **Wife/ Husband** |  |  |  |  |  |  |
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**Address(Permanent & Present)**

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| --- | --- | --- |
|  | **Permnent Address** | **Present Address** |
| **STATE** |  |  |
| **DISTICT** |  |  |
| **PLOT/ROAD NO** |  |  |
| **CITY/TOWN/VILLAGE** |  |  |
| **WARD NO** |  |  |
| **PINCODE** |  |  |
| **POLICE STATION** |  |  |
| **CONTACT NUMBER** |  |  |

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**Educational Qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **EXAMINATION PASSED** | **INSTITUTE** | **UNIVERSITY** | **PASSOUT YEAR** | **DIVISION/GRADE** | **DISTICTION OBTAINED** | **PERCENTAGE** |
| **10th/HSC** |  |  |  |  |  |  |
| **PU** |  |  |  |  |  |  |
| **+2/Int.** |  |  |  |  |  |  |
| **+3/Degree** |  |  |  |  |  |  |
| **P.G/ MCA** |  |  |  |  |  |  |
| **M.Phil** |  |  |  |  |  |  |
| **Ph.D** |  |  |  |  |  |  |
| **D.Sc/D.Lit** |  |  |  |  |  |  |
| **B.Ed/**  **PGDCA** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |

**(Note – For Examination Passed Options are 10/HSC,+2(IA,ICom,ISc),+3 (BA/BSc/BCom both Pass/ Hons) PG,M.Phil,Ph.D,DSc./D.Lit. CPEd/BPEd/MPEd,LLB/LLM, B.Lib /M.Lib can be added in other qualification)**

**Service Particulars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DESIGANTION** | **Advertisement No. with date** | **Date of Interview** | **Nature of Appointment** | **Appointment Order No.** | **Date of Appointment** | **Date of Joining** |
|  |  |  |  |  |  |  |
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**(Note -**For Nature OfAppointment select from options OPSC, Regularization 1986 , , Regularization 1989,Taken Over , Adhoc ,Governing Body ,SSB ,Leave Vacancy ,By principal)

**Posting Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COLLEGE NAME** | **DATE OF JOINING** | **DATE OF**  **RELIEVE** | **DISTRICT** | **TRANSFER ODER No.** | **TRANSFER DATE** | **DATE OF JOINING** | **POST HELD** |
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**Promotion Details**

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| --- | --- | --- | --- | --- |
| **CATEGORY OF POST** | **DATE OF PROMOTION** | **DATE OF JOINING**  **(in PROMOTED POST)** | **ORDER NUMBER** | **ORDER DATE** |
|  |  |  |  |  |
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**Accounts Details**

|  |  |
| --- | --- |
| **A/C HOLDER NAME** |  |
| **A/C NO** |  |
| **A/C TYPE** | Savings/Current |
| **BANK/ BRANCH NAME** |  |
| **PRAN ACCT. NO** |  |
| **IFCS CODE** |  |
| **HRMS ID** |  |
| **PAN** |  |
| **GIS No** |  |
| **GPF/EPF /CPF NO** |  |

**Emoluments Details**

|  |  |
| --- | --- |
| **PAY TYPE** |  |
| **PAY BAND** |  |
| **BASIC PAY** |  |
| **GRADE PAY** |  |
| **OTHER ALLOWNCE** |  |
| **D.A** |  |
| **HRA** |  |
| **TOTAL GROSS PAY** |  |
| **PROFESSIONAL TAX** |  |
| **HOUSE RENT** |  |
| **GPF/CPF/EPF CONTIBUTION** |  |
| **LIC/PLI CONTRIBUTION** |  |
| **GPF Advance** |  |
| **GIS Advance** |  |
| **Other Advance/Loan** |  |
| **IT DEDUCTION** |  |
| **TOTAL DEDUCTION** |  |
| **NET TOTAL** |  |

**(N.B**- Pay Type Must be selected from options among -UGC, State Scale ,Block Grant 488,Blockgrant 662, Consolidated)

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**Training Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **TYPE** | **UNIV/INSTITUTE NAME** | **FROM DATE** | **TO DATE** | **DURATION** |
|  |  |  |  |  |  |
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**(N.B-** Type should be one among Orientation , Refresher , Sp.Training , As a resource person**)**

**Ph.D/D.Sc./D.Lit Awarded**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Title Of Thesis** | **Year of Registration** | **Degree Awarding University** | **If Completed Yr . Of Award** |
| **Ph.D** |  |  |  |  |
| **D.Sc./D.Lit** |  |  |  |  |

**Publications (Journals/Books)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TITLE** | **Journals/ Books** | **PAGE NO** | **VOL NO** | **YEAR** | **ISBN/ ISSN** | **IMPACT FACTOR** | **FIELD OF SPECIALIZATION** |
|  |  |  |  |  |  |  |  |
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**Books Published**

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| --- | --- | --- | --- | --- |
| **Title of the Book** | **Publisher** | **year** | **Type of Book** | **Prescribed by any University** |
|  |  |  |  |
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**Guidance Provided(M.Phil, Ph.D, D.Lit. and D.Sc.)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Name of the Student** | **Title Of the Thesis** | **Year** | **Univ. Regd. No** | **Univ. Name** | **Status** |
|  |  |  |  |  |  |  |

**Research Project Executed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Project** | **Sponsoring Agency** | **Amount approved** | **Year of Approval** | **Status** | **Co-Investigator if any** |
|  |  |  |  | **On Going/ Completed** |  |
|  |  |  |  |  |  |

**Conference/Workshop/Seminar Attended**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Paper/Poster  Presented** | **If Yes, Title of  the Paper/Poster** | **Place** | **From** | **To** | **Event Level** |
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### (N.B for Event Level Choices are State Level , National Level Or International Level)

### Consultancy Provided

|  |  |  |
| --- | --- | --- |
| **To Whom** | **For What** | **Duration** |
|  |  |  |
|  |  |  |

### Awards Received (Other than Ph.D./D.Sc)

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Name** | **Award Year** | **Sponsoring**  **Organisation** | **Puropse** |
|  |  |  |  |