

**GITARATTAN INTERNATIONAL BUSINESS SCHOOL
(ROHINI, DELHI)**

APPROVED BY AICTE & AFFILIATED TO GGSIP UNIVERSITY, DELHI

EMPLOYEE REGISTRATION FORM- NON TEACHING

Part – I: General Details (TO BE FILLED BY OFFICE STAFF)

1. Employee Code: _____
 2. AICTE Unique Code: _____
 3. Resume No.: _____
 4. Employee Group: _____
(Teaching / Non Teaching / Admin Staff / Visiting Faculty)
 5. Working Hours (Week): _____
 6. Job Status: _____
(Current / Pending / Blacklisted / Study Leave)
 7. Post Appointed: _____
 8. Appointment Type: _____
(Permanent / Temporary)
 9. Date of Joining: _____
 10. Department: _____
(IT / Management / Admin / Non-Teaching)
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Part-II: Personal Details

11. Name (In Block Letters Only): _____
12. Short Name: _____
13. Gender: _____
14. Date of Birth: _____
15. Place of Birth: _____
16. Address (Permanent): _____

17. Address (Correspondence): _____

18. E mail ID: _____
19. Telephone No.: _____
20. Mobile No.: _____

Part III: Educational Qualifications

Sl. No.	Exam Passed	Subject	Year	Percentage	Board / University

Part V: Work Experience

S No	Type (Teaching / Non Teaching / Industry)	Organisation	Designation	From	To	Salary Drawn

Last Gross Salary Drawn (per month) : Rs

Part VI: Social Details

27. Father's Name: _____
28. Mother's Name: _____
29. Name of Spouse: _____
30. Identification Mark: _____
31. Vehicle No. _____
32. Caste / Category: _____
(General / SC / ST / Ex-Serviceman / Physically Handicapped / Others)
- 33 Religion: _____ 34. Blood Group: _____

State number of children with their names and ages

	Name	Age
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____

Part VII: Financial Details

35. PAN No.: _____

36. Bank Details (To be filled in after opening of Salary Account):

- (a) Bank Name: _____
- (b) Account No.: _____
- (c) IFSC Code: _____

Part VIII: Miscellaneous Details

37. Co-Curricular / Extra-Curricular Activities

Sl. No.	Activities	Year	Remarks

38. Reference Details (Minimum three references to be given)

Sl. No.	Name	Address	Designation	Tele / Mobile No.

List of Attested Documents Attached

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____
- (g) _____
- (h) _____

Date: _____

(Signature of Applicant)