

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

APPROVED BY AICTE & AFFILIATED TO GGSIP UNIVERSITY, DELHI

**EMPLOYEE REGISTRATION FORM- 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

**Qualified UGC-NET/JRF: (If Yes, Provide details).....**

- (a) Roll No .....
- (b) Year of Passing .....
- (c) Percentage (If any) .....

21. Ph D:

- (a) If completed, give Title, Year & University:

\_\_\_\_\_

- (b) If registered, give Title, University & expected date of completion:

\_\_\_\_\_

**Part IV: Research Details**

22. Papers Published - National / International Journals

SNo	Title of Paper	Name of Journal	ISSN	Year	Month of Publication

23. Papers Presented in Seminars / Conferences

SNo	Title of Paper	National / International	Name of Conference / Seminar	Month / Year



24. Books Published

SNo	Title of Book	Publisher	Discipline	Year of Publication

25. Seminars / Conference / Workshop Attended

SNo	Name of Seminar / Conference / Workshop	Discipline	Institute / Organization	Month / Year

26. Details of Research Guidance

(a) Ph D Thesis Level

SNo	Name of Thesis	Research Associates	Institution	Period	
				From	To

(b) Projects / Dissertation etc.

(i) PG Level:-

SNo	Institution	Academic Year	Session	Nature of work	No of Students

(ii) UG Level

SNo	Institution	Academic Year	Session	Nature of work	No of Students

**Part V: Work Experience**

<b>S No</b>	<b>Type (Teaching / Non Teaching /Industry)</b>	<b>Organisation</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Salary Drawn</b>
<b>Last Gross Salary Drawn (per month) : Rs</b>						

**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)