

EMPLOYEE DATA SHEET

P.F. No. _____

1. Name in Full (First Surname)

Married ☐

Single ☐

Male ☐

Female ☐

2. Mother's Name (First Surname)

3. Father's Name (First Surname)

4. Present Address (for Communication)

PIN

5. Permanent Address

PIN

Fax			
E-mail			
Telephone	Office:	Residence:	
Mobile			

Day Month Year

6. Date of Birth 7(a). Nationality:

7. (b) Category: SC ☐ ST ☐ OBC ☐ Gen ☐

8. Academic Record starting with Secondary Education:

Examination	Branch/ Specialization	College/University/Institute	Year	% of Marks/ Grade	Division

9. Professional Experience Record:

Name of Institution / University	Position Held	Date of Joining	Date of Leaving

10. Please provide your family details (dependents only)

S. No.	Name	Date of Birth	Relationship	Present occupation

DECLARATION

I, _____ hereby, declare that all entries in this form are true to the best of my knowledge and belief.

Date:

(Signature of the employee)

Place: