

### **Details of employee for creation of employee code on Samarth**

Full Name with salutation	
Surname	
Date of Joining in IGNOU	
NAME as per Birth/10 <sup>TH</sup> CERTIFICATE(attach proof)	
NAME in Hindi	
Father's NAME (as per 10th certificate)	
Mother's Name (as per 10th certificate)	
Marital status	
Spouse NAME (if applicable)	
Date of birth (as per 10 <sup>th</sup> /birth certificate)	
PLACE OF BIRTH	
Gender	
Highest education level (at the time of appointment)	
PAN no (attach copy)	
AADHAR NO (attach copy)	
Home town address with PINcode (proof required)	
Residential address with PINcode (proof required)	
Contact no (Official)	
Mobile No.	
Official Email address	
Personal Email address	
Religion	
Blood group	
Category (attach proof)	
Department/School of joining	
Designation	
Office order no. (copy required)	
Basic pay and Level (as per office order)	

I declare that above information is correct in my knowledge. I will be completely responsible for any mismatch or incorrect information. Please generate employee code for me on Samarth Portal.

Signature

Name:

Date:

Designation

Place of Posting