



JOINING REPORT	Form PS- 08
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1.	Name of the Project Staff (In Block Letters)	:										
2.	Date of Birth (dd-mm-yyyy)	:										
3.	Father's Name	:										
4.	Mother's Name	:										
4.	(a) Gender	:				(b) Blood group	:					
5.	Category and PwD	:	UR <input type="checkbox"/>	OBC <input type="checkbox"/>	S.C <input type="checkbox"/>	S.T <input type="checkbox"/>	PwD <input type="checkbox"/>					
6.	Marital Status	:	Single <input type="checkbox"/>			Married <input type="checkbox"/>		Other _____				
7.	Correspondence Address and contact details	:										
			State:					Pin:				
8.	Permanent Address and contact details	:										
			State:					Pin:				
9.	Mobile Number and Email	:										
10.	Bank Account Details											
	(a) Bank Account No	:										
	(b) Bank Name	:										
	(c) Branch Name	:										
	(d) IFSC Code	:										
11.	Aadhaar Number	:										
12.	PAN Number	:										
13.	Position Offered	:										
14.	Date and Session of Joining	:	FN <input type="checkbox"/> / AN <input type="checkbox"/>									

15. List of Documents			
No.	Document	Attached (y/n)	Verified by PI/CI (y/n)
(a)	Signed copy of Offer letter*		
(b)	Terms and Conditions*		
(a)	Date of Birth Proof*		
(b)	5 colour passport size photographs*		
(c)	Self-attested copies of educational qualifications*		
(d)	Self-attested copy of SC/ST/OBC/PwD (if any)		
(e)	Medical Fitness*		
(f)	Character Certificate*		
(g)	Self-Attested Copy of valid Health Insurance Policy/ Papers related to medical coverage of at least Rs 50,000/- (with full payment of premium for at least 1 year).		
(h)	Self-Attested Copy of valid Life Insurance / Personal Accident Insurance of at least Rs 50,000/-		
(i)	NOC/Reliving Order from past employer/Other Project of IIPE		
(j)	Bank Book Front Page/Cancelled cheque*		
(k)	Copy of Aadhaar card*		
(l)	Copy of PAN card		
(m)			
(n)			
(xv)			
* Mandatory documents			

Declaration by the Candidate:

- I have read and understood the terms and conditions of the appointment and agree to abide by them. I have enclosed copies of the following documents which are true to the best of my Knowledge and belief
- I have enclosed the original agreement on Rs. 100/- bond paper duly signed on all pages.

I hereby report to join my assignment at IIPE, Visakhapatnam.

Place:

Date:

Signature of the Candidate

I confirm that Mr. / Ms. _____ has joined duty on _____ (FN/AN). I have verified that he/she has enclosed all papers as listed above as per advertisement and scrutiny/selection committee remarks. These are being forwarded to Office for necessary action.

Signature of PI/CI

Name:

Date:

FOR OFFICE USE ONLY

Assigned Project Staff Number: _____

Signature of Office Staff Date:	Signature of Associate Dean/Dean (R&D) Date:
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