Guidelines for New-joining Faculty member/s at IIPE

Download

Faculty-joining forms: www.iipe.ac.in/forms

Fill-up (Forms/Copy)

- Attestation: 6-sets in original with photo
- Agreement: printed on a stamp paper (minimum of ₹50)
- Biodata: duly filled
- Declaration: duly filled (Dependent + Property)
- · Personal Details: duly filled
- Character Certificate: Gazetted officer/Magistrate/Head of your Institution (two copies)
- Medical Certificate: Government recognized CMO
- Joining report cum receipt: duly filled

Note: Make sure all forms get scanned and saved as soft copy by the office or bring yourself

Bring

- All certificates: attested (by Gazetted officer) photocopy (2 sets) plus original copies
- Passport size photograph: 6 (recent, colour)
- Relieving order (if any): photocopy (2 sets) plus original
- · Aadhar card: Photocopy (2 sets) plus original
- PAN Card: Photocopy (2 sets) plus original
- Bank Pass-Book (if any): Photocopy (1st page)
- Signature: Soft signature if any

Note: Make sure all forms get scanned and saved as soft copy by the office or bring yourself

Submit

- Offer letter: Original and photocopy
- Relieving order (if any): Original and photocopy
- · All filled forms
- All certificates: Original and photocopies
- Aadhar card: Original and photocopies
- PAN Card: Original and photocopies
- Bank Pass-Book: Photocopy
- Soft copy: all documents as mentioned
- Joining report cum receipt: Original

Take (from Office)

Joining receipt after approval from the competent authority. If on the same day approval by the competent authority is waited you may request office to send the scanned copy of it to your email id.

Interact with HoD and other

After joining-formalities get over, you are advised to meet with HoDs, other colleagues and administrative staff to be habituated with IIPE family

For any help

Particularly for accommodation arrangement, bank account opening, NPS account opening etc., please contact Mr. Appala Murthi (M-9247323987), our beloved "MURTHI JI"