



Circular

5<sup>th</sup> November, 2025

To,  
All Staff members,

Ref. No.: DSU/Circular/HR & Admin/2025/121

Subject: Submission of Staff Information Form

All the staff members are hereby informed to fill in the prescribed staff information form (attached herewith) and submit it along with the necessary supporting documents to the HR Office through their respective Faculty Dean before 20-11-2025 without fail.

**Important Instructions:**

1. Kindly attach **all hard copy of self attested academic documents** in the sequence prescribed in the form.
2. Kindly **scan the original documents** and make **a single PDF file** in the same sequence. (*Scanner scan copy is preferable.*)
3. PDF should be named with respective person and Employee Code. Eg. 36-Krutarth Kharod.pdf.
4. Documents that are unclear or not visible are likely to be **rejected**.
5. Submission will be considered **complete only if all the required documents are submitted** by the employee; otherwise, it will **not be accepted by the HR Department**.
6. All the scanned documents (PDF file) are to be submitted through proper hierarchical channel to HR department.

Kindly ensure timely submission to facilitate the preparation of the university staff records.

Dr. Jignesh J. Patel,

Registrar

Dr. Subhash University

Encl.: Staff Details Format





**STAFF DETAILS**

Department :

Present Designation :

**-:: Personal Details ::-**

1. Name : \_\_\_\_\_  
(First Name) (Father's Name) (Surname)

2. Date of Birth :  Sex : Male / Female

3. Marital Statue (Please Tick) :  Married  Unmarried

4. Category (Please Tick) :  OPEN  SC  ST  Others  
 SEBC  NT  PH

5. Address :

<b>Address for Correspondence</b>	<b>Permanent</b>
Pin Code :	Pin Code :
Phone No. :	Phone No. :
Mobile No. :	
E-mail ID :	



6. A. Educational Qualifications : (SSC onwards)

<b>Examination</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>% of Marks</b>	<b>Div./ Class</b>	<b>Subjects / Discipline</b>

B. Whether you have NET/SLET/GATE/GPAT/ etc. Exam passed ? (Please Tick & Attached Certificate)

Y  N

7. Details of Professional Experience :

A. Teaching Experience:

<b>Name and address of employer</b>	<b>Designation</b>	<b>Period of service</b>		<b>Nature of service</b>	<b>Total Salary drawn p.m.</b>	<b>Reason for leaving</b>
		<b>From</b>	<b>To</b>			



B. Industrial Experience:

Name and address of employer	Designation	Period of service		Nature of service	Total Salary drawn p.m.	Reason for leaving
		From	To			

8. Details of Research Work carried out :

Degree	Topic of the Research Project	Period		Institute	Name of Guide
		From	To		

9. Details of Research Work supervised :

Topic of the Research Project	Period		Institute	Name of the student
	From	To		



10. Details of Publications :

A. Book / Monogram etc.

<b>Title</b>	<b>Month/Year of Publication</b>	<b>Name of Publisher (With ISBN)</b>

B. Technical Papers Published/Presented/Communicated

<b>Title</b>	<b>Details of Seminar/Conference in which Paper was presented</b>		<b>Month &amp; Year of publication</b>	<b>Name of Journal / Magazine (With ISSN)</b>	<b>Published/ Presented/ Communicated</b>
	<b>Name of Organisation</b>	<b>Date</b>			

C. Technical Articles Published

<b>Title</b>	<b>Month / Year</b>	<b>Name of Journal / Magazine (With ISSN)</b>



11. Details of STTP/Workshop/Seminar/Conferences attended :

Name of Programme	Name of Organiser	Period		
		From	To	Total

12. Any other information in support of the application (e.g. NCC/NSS/Games & Sports/Cultural etc.) :


13. A. Present Pay : Rs. \_\_\_\_\_  
Pay Scale : Rs. \_\_\_\_\_  
Total emoluments p.m. : Rs. \_\_\_\_\_  
Date of next increment : \_\_\_\_\_



14. Names and Addresses of two references who are not related to the candidate but who are acquainted with the work and character of the candidate :

(1)	(2)
Phone :	Phone :
Mobile :	Mobile :
Email :	Email :

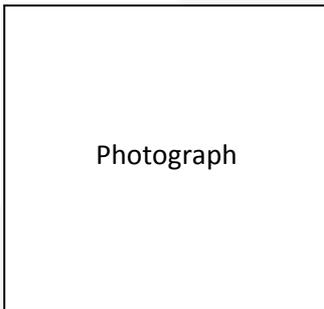
15. Enclosures : (Tick mark the documents from the following list)

No.	Particulars of Documents	Quantity
1.	Detailed Resume (CV)	
2.	School leaving certificate	
3.	Mark Sheet of SSC	
4.	Mark Sheet of HSC	
5.	Diploma Marksheet (If Applicable)	
6.	Diploma Certificate (If Applicable)	
7.	All Mark Sheets of Bachelor Degree	
8.	Degree Certificate of Bachelor Degree	
9.	All Mark Sheets of Master Degree	
10.	Degree Certificate of Master Degree	
11.	Notification and Degree Certificate of Ph.D.	
12.	Experience Certificates	
13.	Proof of seminar / Conference / STTP attended etc.	
14.	Aadhar Card	
15.	PAN Card	



16.	Two Passport size photographs	
17.	Registration Certificate & Course Completion Certificate (In the case of Nursing, Pharmacy, Ayurvedic)	
18.	Medical fitness certificate	
19.	Any other documents.	
	i)	
	ii)	
	iii)	

I hereby declare that the information given above is correct to the best of my knowledge and belief.



Signature of Candidate

**Note :-**

- (i) Additional sheets of paper may be attached if the space provided against any item is insufficient.