



**GENERAL ADMINISTRATION**  
**UNIVERSITY OF KASHMIR, SRINAGAR**  
NAAC ACCREDITED GRADE "A" [HTTP://WWW.KASHMIRUNIVERSITY.NET](http://www.kashmiruniversity.net)

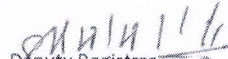
No.F(Circular-Gen-Adma)KU/18  
Dated: July 20 2018

**Circular**

**Subject: Man-power Audit.**

All the non-teaching employees working in various Departments/ Directorates/ Sections/ Units/ Centres/ Campuses of the University are hereby directed to submit the following information as per the enclosed format in the General Administration within seven days from the date of issuance of this circular failing which no representation shall be entertained:

1. Qualification (Academic/ Technical);
2. Period of stay in present place of posting;
3. Details of previous postings.

  
Deputy Registrar  
General Administration



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Department/Section/Campus: \_\_\_\_\_

Affix recent  
passport size  
photograph  
here

**Note:**

1. All the particulars must be filled in by the employee in his/her own hand writing.
2. Employees are required to attach all the relevant documents in support of their qualification (Academic/Technical).

**I. General Information:**

1. Full Name (in CAPITAL letters): .....
  2. Present Designation: .....
- E.Mail: ..... Mobile No: .....

**II. Educational Qualifications:**

*Note:- please fill in the details precisely.*

**Academic:**

Examination/s Passed	Year of Passing	%age	University/ Board

**Technical:**

Exam/s Passed	Year of Passing	%age	Name of the Institute

**III. Details of previous postings: (Please attach separate sheet if necessary).**

S. No	Department	Designation	Period of stay
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**DECLARATION**

*I hereby declare that the entries made by me in the above columns are true to the best of my knowledge, belief and nothing has been concealed or mis-represented.*

Dated: .....

Signature of the Employee