

ADMINISTRATIVE STAFF MEMBER’S PROFILE

Employee Name.....Employee ID.....

Section (Currently Working).....Current Designation.....

Pay Scale.....Father Name..... Mobile

Contact Address.....

.....E- Mail ID.....

Date of Joining..... Designation (at joining).....

Religion.....Community.....Highest qualification at joining.....

Other Special Qualification.....Qualifications (during service).....

Current Role (Use rear side if space is insufficient)	Current Responsibilities

Work Profile At MSU or Other Universities (Use rear side if space is insufficient)

Sl. No.	Section worked previously	Date From	Date to	Nature of Duties

Work related training (Use rear side if space is insufficient)

Sl. No	Name of Training	Period	Organiser	Venue

Promotion Details (Use rear side if space is insufficient)

Sl. No	Designation prior to promotion	Designation after Promotion	Date of Promotion

Date:.....

(Signature of Employee)