

INSTRUCTIONS FOR UPLOADING IN EMPLOYEES DETAILS FORM

- 1. Permanent employee Number/Unique Employee ID -> Please enter Permanent employee Number/Unique Employee ID in INBOX**
- 2. Name of Employee -> Please enter Employee's Name in INBOX**
- 3. Gender -> Please Select in prescribed Gender in INBOX**
- 4. Date of birth -> Please Select in prescribed date from OUT BOX calendar and enter Date of birth**
- 5. Religion -> Please click and select one of religion from INBOX**
- 6. Category -> Please click and select one of the religious category from INBOX**
- 7. Community /Caste Item -> Please click and select one of the Community /Caste Item from INBOX**
- 8. Select Caste -> Please click and select one of the Caste from INBOX**
- 9. Pincode of Permanent Address -> Please enter employees pincode**
- 10. Highest Educational Qualifications at present -> Please enter employee's Highest Educational Qualifications at present**
- 11. Name of Department (Main) -> Please Select employee's own Department/ Institutions from inbox**
- 12. Name of Department -> Please Select employee's own Department**
- 13. Name of Office -> Please enter manually of employee's concerned office**
- 14. Present Designation -> Please enter manually of Present Designation of employee**
- 15. Present Grade -> Please Select employee's class from INBOX**
- 16. Scale of Pay at present -> Please enter manually Present Scale of Pay**
- 17. Date of entry into present Grade -> Please Select in prescribed entry date from OUT BOX calendar**
- 18. Date of initial entry in service -> Please Select in prescribed initial entry date from OUT BOX**
- 19. Grade at initial entry in service -> Please Select employee's class at initial entry in service**
- 20. Mode of Recruitment -> Please Select Mode of Recruitment from INBOX**
- 21. Whether State wide/district wide recruitment -> Please select Yes/NO**
- 22. Open Competition / Reservation -> Please Select one from INBOX**
- 23. Category of entry (Gen/SC/ST/OBC/Others) -> Please enter manually of the category at the time of entry in service**
- 24. Scale of pay in entry -> Please enter manually the Scale of pay at the time entry in service**
- 25. Initial Joining office -> Please enter manually Initial Joining office**
- 26. Highest Educational Qualifications at entry in service -> Please enter manually**

*** It is indicated as mandatory**