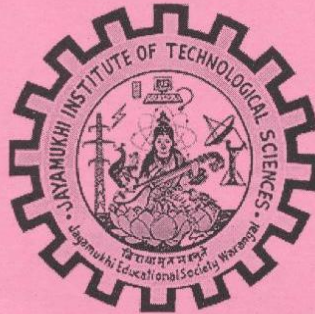


# JAYAMUKHI INSTITUTE OF TECHNOLOGICAL SCIENCES

NARSAMPET, WARANGAL – 506 332.



## SERVICE BOOK

Name : \_\_\_\_\_

Father Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

**JAYAMUKHI EDUCATIONAL SOCIETY  
WARANGAL, TELANGANA STATE**

1. Name (Full) :
2. Provident Fund Account No :
3. Postal Life Insurance Policy No:
4. Permanent Home Address (in full):
5. Father's Name (and husband's  
Name in the case of a Women  
Private Servant and Residence):
6. Nationality (if not a citizen of India.  
Number and date of the certificate  
of eligibility granted by the  
Government of India).
7. If a member of scheduled Caste /  
Scheduled Tribe particulars of Caste/Tribe
8. Date of Birth by Christian Era and  
Wherever possible in Saka Era (both  
in words and figures as determined by the  
competent authority).
9. Educational Qualifications :
10. Additional Educational Qualifications  
Subsequently acquired
11. Exact height by measurements (without shoes):
12. Personal Marks of Identification :

13. Signature of the Private Employee :

14. Signature and Designation of the head of the office

or other attesting officer.



For additional entries in respect of the Private employee like

- 1) Details of previous qualifying Service, if any
- 2) Verification of Character and antecedent,
- 3) Oath of allegiance/affirmation of the constitution,
- 4) Production of Medical Certificate of fitness on first entry to Private Service,
- 5) Receipt of nominations for Provident Fund and Death Cum Retirement Gratuity
- 6) Election of pay leave and Pension Rules
- 7) Rates of leave Salary and pension contribution and particulars of recovery while on foreign Service etc.

Name of the post and scale of pay ( state whether post is permanent or temporary)	Date of appointment	Narration in chronological order or events like appointment (with scales of pay and the names of the offices and stations of posting) leave, increments , confirmation, passing of departmental examinations, punishments reward etc.	Signature of the head of the office or other attesting officer	Pay Scale
1	2	3	4	5



Incentives	Other emoluments falling under the term 'pay' including dearness pay if any	Date of effect	Signature of Private Employee	Allocation (Wherever necessary) or period of leave for which leave salary is debitable to another Private.	
				Periods	Private which debitable
6	7	8	9	10	