Government of Jammu and Kashmir
Employee Personal Information

Form-1

Instruction: *This form required to be duly filled up and submitted by the prospective employees while reporting for duty on Old/ fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the DDO Subject Assistant will feed the data into JKCPIS and obtain Employee Code from the system and write down it in the box provided below for the purpose*

Specimen Signature	**Specimen Signature**	Affix a recently taken passport size photo

PART-A (For Office use)

Employee Code							**UID**														

PART-B PERSONAL DETAILS
(To be filled up by the prospective employee)

Department		**Office**		
Permanent Resident Certificate File No.				
First Name **(In capital letters)**				
Last Name **(In capital letters)**				
Date of birth **(DD/MM/YY)**		Sex **(M/F)**		
Name of Father				
Name of Mother				
Category **(General/Reserved)**		SC/ST/OBC/RBA/ALC/ Sports/PHC/Ex-serviceman		
Nationality		Religion		
Blood Group **(Optional)**		Marital status (unmarried/married/divorcee)		
Spouse's Name		Profession of Spouse **(State Govt./ GOI/Public Sector/Private/ None)**		
If spouse working in Government/Public Sector Department				
Name of the Department		Designation		

Signature of employee
Dated

Signature of DDO
SEAL
Dated