

# Employee Management Information System (EMIS)

## Data Entry Form

Information Technology Board AJ&K

2x2  
(Photo)

### Personal Information

Personal No:

Employee Name:

First Name:

Middle Name:

Last Name:

Father Name:

First Name:

Middle Name:

Last Name:

Gender: 



 Male 



 Female 



 Other

District Province/Region: 



 Punjab 



 Sindh 



 KP

Domicile District: 



 FATA 



 G-B 



 AJK

Date of Birth:

Birthplace:

Email:

CNIC: 



 - 



 -

Marital Status: 



 Married 



 Un-Married 



 Divorced 



 Widow

Residential Phone:

Office Phone:

Mobile Phone:

Fax Phone:

State Refugee Status: 



 1947 



 1965 



 1989

Permanent Address:

Current Address:

# Employee Management Information System (EMIS)

## Data Entry Form

Information Technology Board AJ&K

### Employment Details

Employee Type:

<input type="checkbox"/>	Adhoc	<input type="checkbox"/>	Deputation	<input type="checkbox"/>	Contract
<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Internee

BPS:

Designation:

Time Scale:

Time Scale Date:

Appointment Date:

Joining Date:

# Employee Management Information System (EMIS)

## Data Entry Form

### Information Technology Board AJ&K

#### Academic Qualification

Degree Name:

<input type="checkbox"/>	Matric Science	<input type="checkbox"/>	Matric Arts	<input type="checkbox"/>	O Level
Other (Please specify):					

Field/Subject:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Science	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					

District:

Province:

<input type="checkbox"/>	Punjab	<input type="checkbox"/>	Sindh	<input type="checkbox"/>	KP
<input type="checkbox"/>	FATA	<input type="checkbox"/>	G-B	<input type="checkbox"/>	AJK

Passing Year:

Division/Grade/GPA/  
CGPA/Marks (%):

Institute Name/School  
College/University Name:

Country:

City/Location:

Stat Date:

End Date:

National/Foreign:

Degree Status:

Major Specialization:

Source of Funding:

Bond Details (if any)

<input type="checkbox"/>	National	<input type="checkbox"/>	Foreign		
<input type="checkbox"/>	Completed	<input type="checkbox"/>	In Process		
<input type="checkbox"/>	Failed				
<input type="checkbox"/>	Accounting	<input type="checkbox"/>	IT	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					
<input type="checkbox"/>	PIFRA	<input type="checkbox"/>	GOP	<input type="checkbox"/>	World Bank
<input type="checkbox"/>	ADB	<input type="checkbox"/>	EU	<input type="checkbox"/>	USAID
Any other please specify					
<input type="checkbox"/>	Serve in department for 5 year				
<input type="checkbox"/>	Serve in department for 3 year				
<input type="checkbox"/>	If do not pass the exam, then fee will be refunded				
<input type="checkbox"/>	Any other, please specify				

# Employee Management Information System (EMIS)

## Data Entry Form

### Information Technology Board AJ&K

#### Academic Qualification

Degree Name:

<input type="checkbox"/>	FA	<input type="checkbox"/>	FSc Pre-Med	<input type="checkbox"/>	FSc Pre-Eng
<input type="checkbox"/>	A-Level	Other (Please specify):			

Field/Subject:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Science	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					

District:

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Province:

<input type="checkbox"/>	Punjab	<input type="checkbox"/>	Sindh	<input type="checkbox"/>	KP
<input type="checkbox"/>	FATA	<input type="checkbox"/>	G-B	<input type="checkbox"/>	AJK

Passing Year:

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Division/Grade/GPA/  
CGPA/Marks (%):

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Institute Name/School  
College/University Name:

--	--	--	--	--	--

Country:

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City/Location:

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Stat Date:

			End Date:			
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National/Foreign:

<input type="checkbox"/>	National	<input type="checkbox"/>	Foreign
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Degree Status:

<input type="checkbox"/>	Completed	<input type="checkbox"/>	In Process
<input type="checkbox"/>	Failed		

Major Specialization:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	IT	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					

Source of Funding:

<input type="checkbox"/>	PIFRA	<input type="checkbox"/>	GOP	<input type="checkbox"/>	World Bank
<input type="checkbox"/>	ADB	<input type="checkbox"/>	EU	<input type="checkbox"/>	USAID
Any other please specify					

Bond Details (if any)

<input type="checkbox"/>	Serve in department for 5 year
<input type="checkbox"/>	Serve in department for 3 year
<input type="checkbox"/>	If do not pass the exam, then fee will be refunded
<input type="checkbox"/>	Any other, please specify

# Employee Management Information System (EMIS)

## Data Entry Form

### Information Technology Board AJ&K

#### Academic Qualification

Degree Name:

<input type="checkbox"/>	BA	<input type="checkbox"/>	BCS	<input type="checkbox"/>	BSC
<input type="checkbox"/>	MBBS	Other (Please specify):			

Field/Subject:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Science	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					

District:

--	--	--	--	--	--

Province:

<input type="checkbox"/>	Punjab	<input type="checkbox"/>	Sindh	<input type="checkbox"/>	KP
<input type="checkbox"/>	FATA	<input type="checkbox"/>	G-B	<input type="checkbox"/>	AJK

Passing Year:

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Division/Grade/GPA/  
CGPA/Marks (%):

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Institute Name/School  
College/University Name:

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Country:

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City/Location:

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Stat Date:

			End Date:			
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National/Foreign:

<input type="checkbox"/>	National	<input type="checkbox"/>	Foreign
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Degree Status:

<input type="checkbox"/>	Completed	<input type="checkbox"/>	In Process
<input type="checkbox"/>	Failed		

Major Specialization:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	IT	<input type="checkbox"/>	Economics
<input type="checkbox"/>	Law	<input type="checkbox"/>	Management	<input type="checkbox"/>	
Other (Please specify):					

Source of Funding:

<input type="checkbox"/>	PIFRA	<input type="checkbox"/>	GOP	<input type="checkbox"/>	World Bank
<input type="checkbox"/>	ADB	<input type="checkbox"/>	EU	<input type="checkbox"/>	USAID
Any other please specify					

Bond Details (if any)

<input type="checkbox"/>	Serve in department for 5 year
<input type="checkbox"/>	Serve in department for 3 year
<input type="checkbox"/>	If do not pass the exam, then fee will be refunded
<input type="checkbox"/>	Any other, please specify

# Employee Management Information System (EMIS)

## Data Entry Form

### Information Technology Board AJ&K

#### EDUCATION *(Note: if required additional you may add)*

Name of Degree/Certificate	Name of Institute	Name of Board/University	Marks Obtained/GPA	Total Marks

# Employee Management Information System (EMIS)

## Data Entry Form

Information Technology Board AJ&K

### Professional Qualification

Degree Name	Name of Institute	Year	Division/Grade

### Trainings

(List of Trainings You Have Received in Last Five Years)

Course Title:

Institute Name:

Training Type:

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Audit
<input type="checkbox"/>	SAP-HR	<input type="checkbox"/>	ABAP	<input type="checkbox"/>	BASIS
<input type="checkbox"/>	ACL	<input type="checkbox"/>	Computer Based Audit		
<input type="checkbox"/>		Other (please specify)			

Stat Date:

End Date:

National/Foreign:

<input type="checkbox"/>	National	<input type="checkbox"/>	Foreign
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Country:

City/Location:

Source of Funding:

<input type="checkbox"/>	PIFRA	<input type="checkbox"/>	GOP	<input type="checkbox"/>	World Bank
<input type="checkbox"/>	ADB	<input type="checkbox"/>	EU	<input type="checkbox"/>	USAID
<input type="checkbox"/>		Any other please specify			

# Employee Management Information System (EMIS)

## Data Entry Form

### Information Technology Board AJ&K

#### Trainings

List of Trainings You Have Received in Last Five Years (*Note: if required additional you may add*)

Course Title	Name of Institute	Training Type	Start Date	End Date	Year	National/Foreign	Country	City/Location	Funding Source



# Employee Management Information System (EMIS)

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### Promotion History

Promotion/Induction (e.g. in BPS-17)	Designation	Date of Promotion	Date of Selection/PSC	Order No

### Transfer History

Transfer From	Transfer To	Date of Transfer	Stay (e.g. 2 years)	Order No