



STAFF JOINING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
DEPARTMENT : _____
DESIGNATION : _____
DATE OF JOINING : _____
CONTACT NO/EMAIL-ID : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	Appointment order & Joining report	HOD		
2.	Testimonials (Attested copy of all documents) & Photographs submission	HOD		
3.	Form 16 of last Financial Year	HOD		
4.	All Testimonials received in Softcopy	Reception	1 st Floor	
5.	Updation in department website	Ms. Sayali Poojari	307	
6.	Issue institute email id	Dr. Sachin Malave	314	
7.	Addition in mandatory disclosure	Mr. S. M. Kondawar	2F2	
8.	Salary/PF account opening form	Accounts	108	
9.	Library Membership Form	Mr. R. Uchit	A-Wing	
10.	Internet Login	Dr. Kiran Deshpande	318	
11.	Moodle Login	Dr. Kiran Deshpande	318	
12.	Issue of Laptop	Dr. Kiran Deshpande	318	
13.	Biometric Registration	Dr. Kiran Deshpande	318	
14.	Library Login	Dr. Kiran Deshpande	318	
15.	I.Card	Mr. M.T.Mehara (Singh)	110	
16.	Parking (2/4 wheeler)	Mr. S.S.Kand	110	
17.	Stationary Kit	Dept Peon	---	---
18.	Registration in staff database	Mrs. Snehal Therade / Mrs. Rajitha Shah		
19.	Submission of Duplicate Personal File	Reception (Mrs. Rajitha Shah)	1 st Floor	
20.				

- Testimonials includes Updated Resume, Academic documents (SSC, HSC, BE/BTech/B.Sc, ME/MTech/M.Sc and M.Phil Certificates and Marksheet copy), All Experience and Relieving certificates till date, Permanent and Local address proof, PAN Card, Adhar card, Leaving Certificate, Latest Form 16, 4 Photographs, Caste Certificate and Caste Validity (if any).
- Mail passport size Photograph with applicant name to idphoto@apsit.edu.in. Photograph of Female should be in Saree with White Background and for Male should be in formal shirt and tie with White Background.
- All above documents should be in hardcopy as well as in softcopy. The softcopy (JPEG format) of the documents is to be mailed to testimonial@apsit.edu.in.
- Mail the filled format of mandatory disclosure to smkondawar@apsit.edu.in