

# International Islamic University, Islamabad

## Human Resource Department Employee Detail Form

### 1) General Information:

Name		Father Name		Employee No.(on pay slip)	
Personnel File #	<b>For Official use</b>	CNIC		DOB	
Passport No.	(Optional)	Marital Status		Domicile	
Appointment Date		C.Status (Active/Leave/etc)		Blood Group	
				Religion	
					Gender Male/Female
<b>Contact Information:</b>					
Permanent Address:					
Temporary Address:					
Postal Code:		Nationality:		Bank Account No:	
Home PTCL No:		Mobile No:		Email:	

### 2) Education History:

S.No	Degree/Diploma/ Certificate	Board/University	Institute Name	HEC/Gov. Recognize (Yes/No)	Major Subject	Division/C GPA	Date of Passing

**3) Service History:**

S.No.	Post/Designation	Job Description	Appointment. Type (Regular/Contract /Adhoc)	From Date	To Date

**4) Postings in IIUI:**

S.No.	Department	From Date	To Date	Current Status(Yes/No)	Reporting Officer

**5) Foreign Visit:**

S.No.	Destination	Visit From	Visit To	Visit Type	Visit Purpose	Leave Taken Type	Notify#

## 6) Family Detail:

### DECLARATION OF PARTICULARS OF EMPLOYEE'S DEPENDANTS

Particulars of family members/dependents.

Sr. No.	Name	Relationship	CNIC No.	Profession	Monthly Income	Residential address
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

### **Nomination:**

I hereby nominate the Person/Persons mentioned below who is/are member/members of my family to receive the benevolent grant, dues and the sum assured in the event of my death(Previous nomination if any to be treated as cancelled)

S.No.	Name of Nominee/Nominees	Relationship	Age	Specification of Share	Remarks

**7) Service History:**

S.No.	Organization	Post/Designation	Job Description	From Date	To Date

**8) Relative(s) Information Working in IIUI:**

S.No.	Name Designation Department	Relation(Father, Mother, Sister, Brother.....etc)

**9) Language Expertise:**

S.No.	Language Name (English/Arabic/Urdu...etc)	Language Expertise Level (Excellent/Good/Fair)	Written (Excellent/Good/Fair)	Spoken (Excellent/Good/Fair)	Reading (Excellent/Good/Fair)

**10) Training /Workshops/Seminar/Course:**

S. No.	Training Course Name	Institute Name	From Date	To Date

**13) Hobby:**

S.No.	Hobby Name	Hobby Expertise Level	Any Award Taken

**Signature of Employee:**

**Signature of Head:**

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Dated: \_\_\_\_\_

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