



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad -500 043

Employee Check List – Joining for Duties

Employee Name:		Employee ID:			
Designation:		Department:			
Date of Joining:		Location:			
S.No	Nature of Documents	Submission Status			
		Contact Person	Yes	No	Signature
Joining Formalities					
1	Appointment Order	Dean of Human Resources			
2	Signed Terms & Conditions of Employment				
3	Joining Report				
4	Scanned copies of Original Certificates, Aadhar & PAN				
5	Date of Birth / Nativity Certificate				
6	Internal SCM				
7	AICTE Registration ID				
8	JNTUH Registration ID				
Previous Employment Documents					
9	Last pay Drawn Salary Certificate	Dean of Human Resources			
10	Service Certificates				
11	Relieving Orders				
12	University Proceeding / SCM Letters				
Educational Documents for Verification by Competent Authority					
13	10 th Certificate / Marksheet	Dean of Human Resources			
14	12 th Certificate / Marksheet				
15	UG Certificate / Marksheets				
16	PG Certificate / Marksheets				
17	Ph.D Certificate				
18	Post-Doctoral (if any)				
Website and Profile Updation					
19	Employee ID- Samvidha Portal	AAO Estd,			
20	Employee ID Card Form	Dean of ICT			
21	Photo at ICT Studio				
22	Short Biodata (Max 200 Words)	Dean of ICT			
23	Faculty Profile in the website				
Other Formalities					
24	HDFC Bank Account Details (New / Existing):				
25	IRINS Details / Vidwan Profile	Dean R&D			
26	College Biometric	Dean ICT			
27	College Bus details / Mode of Commuting	Transport Incharge			
Background Check / Reference Check					
28	Certificate by Competent Authority / Police Verification	Vigilance Officer			
29	Reference Checks				
Signature of Employee & Date		Dean of Human Resources			
		Principal			