## Instructions to fill faculty profile data

## \*\*Please fill faculty ID in correct format, Example:- VCExxxx

##Any mistakes in filling the form, then you need to refill from the starting

\*\*Make sure no mistakes have occurred while filling.

Before filling the Google form the following documents should be made available in prescribed format.

- 1. Passport size photo in JPEG format
- 2. PH category certificate if applicable in pdf format
- 3. AICTE faculty id
- 4. Jntuh faculty id
- 5. Jutuh faculty registration form in pdf
- 6. Aadhar pdf
- 7. Pan card pdf
- 8. 10th certificate in pdf
- 9. Inter certificate in pdf
- 10. UG certificate in pdf
- 11. PG certificate or PC in pdf
- 12. PG diploma certificate if applicable in pdf
- 13. M.Phil Certificate if applicable in pdf
- 14. PhD joining proof If applicable in pdf
- 15. PhD PC in pdf if applicable ( If OD is also available then both OD and PC should be uploaded in single pdf)
- 16. PhD OD in pdf if applicable (see point 15)
- 17. VCE offer letter(appointment order), SCM and joining order in single pdf
- 18. Previous experience in single pdf for each such entry (Appointment order, service certificate, SCM, relieving order).