



Matoshri Shaikshanik Pratishthan's

RAJIV GANDHI COLLEGE OF ENGINEERING

Recognised by Govt. of Maharashtra, Approved by AICTE & to Savitribai Phule Pune University/MSBTE, Mumbai.
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Personal File Index

Name : Dept :
Designation : Joining Date : / /

S.No.	Particulars	Remark
1	Appointment Order & Joining Report	
2	Resume with Passport Size Photo	
3	All Educational Documents	
4	PAN Card Xerox	
5	Aadhar Card Xerox	
6	Back Passbook Zerox	
7	Experience Certificates	
8	Relieving Letter of Previous Institute	
9	Details of Conferences/Workshops/FDP attended with Certificates	
10	Published Research Paper (Front Page)	
11	Book Published (Coverpage)	
12	Office orders	
13	Achievements i.e Award Certificate etc.	
14	Research Proposal Submitted	

Administration Officer