

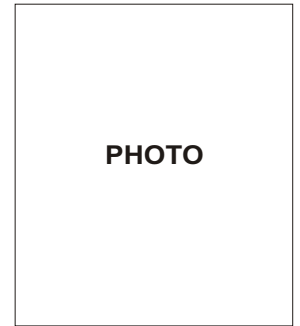
APEX INSTITUTE OF MANAGEMENT

EMPLOYEE RECORD SHEET

FILL BY HR DEPARTMENT

For Office Use Only

Approved Employee Code : _____
Approved Designation : _____
Approved Salary : _____
Branch : _____
Date of Joining : _____
Agreement : Done Not Done
Remark : _____



Name of Authorised & Signature

Particulars of Employment

Promotion / Increment / Warning / Resigning / Termination Details

Sr.	Date	Subject	Particular	Issue by	Signature

FILL BY INTERVIEWER

Interview Date : _____ Place : _____
For the post of : _____
Interviewer Designation : _____
Interviewers Name : _____
Selected Not Selected
Why : _____

Signature of Interviewer