



SECURITY WING
SHRI MATA VAISHNO DEVI UNIVERSITY
SUB POST OFFICE KATRA-182320 (J&K)

APPLICATION FORM FOR ISSUANCE OF IDENTITY CARD FOR
DOMESTIC HELP MALE/FEMALE

1. NAME _____

2. a) FATHER'S Name _____

b) MOTHER'S Name _____

c) SPOUSE Name _____

3. ADDRESS _____

4. IDENTIFICATION MARK _____

5. PLACE OF WORK _____

(SERVANTS WORKING WITH MULTIPLE HOUSES HAVE TO FILL UP COLUMN 12 OVERLEAF)

SIGNATURE OF EMPLOYER OF DOMESTIC HELP _____

6. DATE OF BIRTH (Age) _____

7. INTRODUCED / REFERRED BY _____

8. NATURE OF WORK _____

9. DEPENDENTS

Sr. No.	Name	Age	Occupation
i			
ii			
iii			
iv			
v			

10. One Photograph and photocopy of Ration Card/Voter ID Card are enclosed

Photograph of
Male/Maid Servant

11. POLICE CASE PENDING (IF ANY) YES/NO (IF YES DETAILS) _____

12.

Sr. No.	Name of Employer of Domestic Help	Employee Code	Address	Signature of Employer of Domestic Help
i				
ii				
iii				
iv				
v				

Signature of Employee

Instructions

1. Fill up all columns
2. In case the servant continues any assignment /house or takes up new assignment/house, the security wing to be informed within 05 days positively.

Issued ID Card No. _____ Dated _____

Verification done or not

Security Supervisor

Chief Security Officer