JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085, Telangana, India

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REGISTRAR

NOTICE

Date: 06-12-2016

As per the email / phone requests of the registered faculty members for editing their respective details, the University is hereby providing the **EDIT** option. The registered faculty are hereby informed to login with their respective credentials and perform editing/uploading of documents in the relevant fields.

The faculty members for whom the edit option is given for different fields is as follows.

S.No.	Field	Faculty for whom the edit option is given
1	PAN	For faculty members whose PAN are not entered earlier or entered wrongly.
2	Aadhaar Number	For faculty members whose Aadhaar numbers are not entered or entered wrongly.
3	Qualifications	For all faculty for any corrections or for uploading only original certificates
4	Experience	For all faculty
5	Department	For all faculty
6	Income Tax 26AS/Form 16 (The 26AS form will be issued by the Department of Income tax)	For all faculty
7	University ratification/SCM	For all faculty

NOTE: Once profile is submitted after Save/Update, the Edit option will be removed. Subsequently, the modified data will be reflected after verification.

The faculty members are directed to EDIT the above fields as applicable on or before 15/01/2017

INSTRUCTIONS

1. Faculty must ensure that they enter valid PAN. Even if one digit/character of PAN is incorrect also the registration treated as invalid.

2. Faculty must ensure that they enter valid Aadhar. It is further to be used in Aadhar based Bio Metric Attendance System.

3. Scanned copy of the Original Degree certificate/Provisional Certificate is the only valid document against a Degree. Marks Memoranda or Consolidated Marks Memoranda or Course Completion Certificate or Transcripts or any other substitute document/certificate are not acceptable against a Degree certificate and are liable for the cancellation of the Registration identity in the JNTUH Faculty portal too. Further, the photocopies of the Original Degree/Provisional certificates are not acceptable.

4. Further, the blurred images of the scanned Certificates/Photograph are not valid and the following specifications have to be strictly followed during uploading the relevant documents:

   a. Recent passport size Color Photograph of the Faculty should be Minimum – 150 x150 pixels, Maximum – 200 x 230 pixels and less than 50 KB size saved in .jpg format.

   b. PAN Card Document (Minimum 300 x 250 pixels and less than 100 KB size saved in the .jpg format).

   c. Aadhaar Card Document (Minimum 200x200 pixels and less than 100 KB size saved in the .jpg format).

   d. Degree Certificate (Minimum 600x800 pixels and less than 100 KB size saved in the .jpg format).

   e. For Faculty who are already working Form-16 for the last three consecutive years given by the employer should be (1 MB size saved in the .pdf format)

   f. Selection Committee Minutes/Ratification (Minimum 600x800 pixels and less than 100 KB size saved in the .jpg format).

5. Faculty registering with fraudulent identity proofs such as wrong/invalid/duplicate PAN /AADHAR Proofs are liable for punitive action which includes legal action.

NOTE: The Registration ID is unique for an individual faculty member and is to be operated only by the concerned faculty. In case of any misuse the concerned faculty is liable for any punitive action

REGISTRAR