



**HAKEEM ABDUL HAMEED CENTRE FOR INFORMATION TECHNOLOGY  
JAMIA HAMDARD**

**Application form for E-Mail ID (For Employees)**

1. Name (IN CAPITAL LETTERS) \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Address:  
(A) Local \_\_\_\_\_  
\_\_\_\_\_  
(B) Permanent \_\_\_\_\_  
\_\_\_\_\_
4. Phone Number \_\_\_\_\_
5. Alternative E-Mail ID (IN CAPITAL LETTERS) \_\_\_\_\_  
\_\_\_\_\_
6. Nature of Employment: Permanent/Ad-hoc/Contractual \_\_\_\_\_
7. (A) Department \_\_\_\_\_ (B) Designation \_\_\_\_\_
8. School \_\_\_\_\_

**Declaration**

I \_\_\_\_\_ hereby declare that all the information given above by me are true to best of my knowledge. Any activity over internet through my E-mail account, provided by Jamia Hamdard in case found improper, illegal, or in violation of any cyber law shall be solely my responsibility (Detail internet access policy visit [www.jamiahamdard.ac.in/CWIS/downloads.htm](http://www.jamiahamdard.ac.in/CWIS/downloads.htm)).

Signature (Applicant)

Dean/HoD  
(Signature with Seal)

In-Charge, HAH-CIT

----- For office use -----

Received E-Mail & Password (I) ID \_\_\_\_\_ (ii) Temp Password \_\_\_\_\_

Note: (I) Temporary password has to be changed by user after first login.  
(ii) Maintaining privacy of user ID and password of E-mail, once it has been issued to user, shall be the responsibility of the user. User shall be liable for its official E-mail ID misuse.

Signature (Applicant)