Memo No._____

Dated: 9/3/2018

NOTIFICATION

In terms of the resolution adopted by the Syndicate at its meeting held on _6_/__2/__18 under item no.8 and subsequently confirmed by the Syndicate Meeting dated 16.2.18 vide item no. 1, applications are invited from eligible University officers for Career Advancement / Promotion scheme as per the Govt. Order vide no. G.O. No. 228-Edu (U) dated 08/03/2001 v/w G.O. No 833(16)-Edu (U)/IU (B)-17/13 dated 12/08/2013 and no. 1363(20)-Edu (U)/IU-69/17 dated 14/12/2017.

All eligible University officers may submit one set of application through proper channel to the under signed in respect of their eligibility criteria as per G.O. No. 228-Edu (U) dated 08/03/2001.

Prescribed application form is being attached herewith. The application is to be submitted in the office of the under signed within seven days from the day of this notification.

Deputy Registrar

University of Calcutta.

Copy to:-

1. Hon'ble Vice-Chancellor.
2. Hon'ble Pro-Vice-Chancellor (A)
3. Hon'ble Vice-Chancellor(B&FA).
4. For circulation to all Administrative Head.

University of Calcutta
Application Form for Career Advancement / Promotion for Officers

Category of Career Advancement / Promotion sought

    A. Assistant Registrar or equivalent post to Senior Grade [Grade pay 6000/- to 7000/-]

    B. Assistant Registrar or equivalent post to Dy. Registrar or equivalent [Grade pay 7000/- to 8000/-]

    C. Deputy Registrar or equivalent post to Jt. Registrar or equivalent [Grade pay 9000/-to 10000/-]

1	Name	:
2	Father's Name	:
3	Date of Birth	:
4	Address	:
5	Designation	:
6	Department	:
7	Date of joining the present cadre	:
8	a) Basic Pay as on to-day	:
	b) Grade pay as on to-day	:
	c) Date of increment in the present scale	:
	d) Due date of CAS sought :	

9. a) Academic Qualification:

Examination /Degree	Board /council/University	Year of passing	Division /Class	Remarks(if any)	Subject(s)
10th Std.					
10+2 Std.					
Graduation					
Post-Graduation					
M.Phil.					
Ph.D.					

9   b) Professional Qualifications (if any)

Name of the Course	Name of the Institute/ University	Year of Passing	Remark (if any)

Signature of the Applicant.

University of Calcutta
Application Form for Career Advancement / Promotion for Officers

Proforma for self-appraisal of officers' under Career Advancement / Promotion Scheme

1. Name & Designation

2. Department/ Office

3. Sphere of work

4. Administrative Activities

   A. Allocation of job to staff

   B. Monitoring of attendance and discipline of under direct supervision

   C. Punctuality, attendance recording details of leave availed during the last three years

   D. Brief profile of activities for the last three years and performance result

   E. Additional responsibilities undertaken

   F. Innovative / Administrative reforms initiated / executed

G. Over-all achievement at institutional level

5. Contribution of institutional/Corporate life (Responsibilities undertaken other than departmental activities)

6. Contribution to teaching : (if any)

    Subject taught at different level:

(1) U.G.		(2) P.G.	
Theoretical	Practical	Theoretical	Practical

7. In-service Training/Seminars/Conference/Symposia/Workshop/Refresher/Orientation Course Organised/Attended

Title	Year	Place	Observations

8. Contribution to research : if any, give details:
   i. Research Guidance: Ph.D awarded.

(a) Name of the students	(b) Year	(c) Title

    (ii) Ongoing registered Ph.D students (Number of student(s) :

    (iii) Project Executed/ Continuing Projects (give details).

9. Publications :

   (i)   List of referred research publications:

   (ii)   Books/Monographic/Edited Volume:

10.(i)   Honours/ Awards/ Fellowship received:

   (ii)   Membership of any professional bodies:

11.Other Academic Contribution /Innovation in Administration, if any:

12.Future Scope of Improvement :

13.Any other relevant information :

   I hereby declared that all the statements made above are true to the best
   of my knowledge and belief.

Date :   **Signature of the Applicant.**