



UNIVERSITY OF CALCUTTA
Office of the Registrar

Memo No. EST/1866/109A/CAS(O)

Dated: 14/3/2018

Corrigendum to Notification No. ... dated 09/03/2018 regarding CAS/Promotion of officers

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-Edn (U) dated 08/03/2001 v/w G.O. No 833(16)-Edn (U)/IU (B)-17/13 dated 12/08/2013 and no. 1363(20)-Edn (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-Edn (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 Pro-Vice-Chancellor(B.A.&F.).
4. For circulation to all Administrative Heads/Secretaries of Faculties

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 between 8000/- and 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/Promotion sought :
- 9 a) Academic Qualification:

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

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University of Calcutta

9 b) Professional Qualifications (if any)

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

Full Signature of the Applicant with date

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.	
<u>Theoretical</u>	<u>Practical</u>	<u>Theoretical</u>	<u>Practical</u>

7. In-service

Training/Seminars/Conference/Symposia/Workshop/Refresher/Orientation Course Organised/Attended

<u>Title</u>	<u>Year</u>	<u>Place</u>	<u>Observations</u>

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 :

Full Signature of the Applicant