



Aliah University

(Under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Kolkata - 700160, West Bengal

Memo No.: AU/REG/1177/25

Date: 02-12-2025

Notice

It is hereby informed to the members of the staff who have applied for promotion to the category of post of Group-C (Grade-V) vide Memo Nos. AU/REG/REC/0209/25 dated 03-07-2025 and AU/REG/435/25 dated 07-05-2025 are solicited to fill up attached Appraisal Form for the last three years and submit the same to the office of the undersigned within 9th December, 2025.

It may be noted that the promotion from Group D to Junior Assistant will be based on the following:

- **Basis of Promotion:** Merit-cum-Seniority
- **Essential Examination:** The candidates have to pass the computer operation and computer typing examination.
- **Selection Weightage:**
 - 3 year Annual Performance Report:30%
 - Written Examination:50%
 - Viva Voce:20%
- **Written Examination Details:**
 - Total Marks:50
 - Duration:1 Hour
 - Pattern
 - Two descriptive Question:20 marks (one paragraph and one letter writing)
 - Multiple Choice Questions (MCQs): 30 marks
- **Topics Covered:**
 - General Science, Indian Constitution
 - Current Affairs
 - Mathematics
 - English
 - Social Sciences
 - Knowledge of Islamic culture


Registrar (Officiating)



Appraisal Form

Information Summary Sheet

Circular No/Advertisement No:

Date:.....

Post applied For:.....

Personal Information:

1.	Name of the Employee	
2.	Father's Name / Mother's Name	
3.	Date of Birth	
4.	Department/ Section	
5.	Date of joining in present position	
6.	Present position and Grade Pay/ level	
8.	Date of eligibility of promotion	
9.	Address for correspondence	
10.	Permanent address	
11.	Mobile no.	
12.	Email Id	

14. (A) Academic Qualifications:

Degree	Name of the Board/University	Year of passing	Division/class/ Grade	Subjects
10 th				
12 th				
UG				

(B) Others Academic Qualifications (if any):

Annual Performance Report

(Year-)

A. Attendance:

Marks:02

		Fill in by the candidate	Self – Appraisal Score	Verified Score by committee	Tag No.
1.	Total number of working days during the period under review				
2.	No. of days the incumbent was on unauthorized leave				
Total: (Good:02; Average: 01; Poor: 00)					

B. Assessment (Performance, Efficiency and Accountability):

Marks:

08

		Marks Distribution	Self – Appraisal Score	Verified Score by committee	Remarks
1.	The extent to which the employee take his/her job seriously.	2			
2.	The quality of maintenance of Work Daily.	2			
3.	The Capacity of completing the work in time.	2			
4.	Reliability in carrying out instruction.	2			
Note: Marks to be awarded for each categories as Good: 02; Average: 01; Poor: 00, to be evaluated by Promotional Committee.					

Annual Performance Report

(Year-)

A. Attendance:

Marks:02

		Fill in by the candidate	Self – Appraisal Score	Verified Score by committee	Tag No.
1.	Total number of working days during the period under review				
2.	No. of days the incumbent was on unauthorized leave				
Total: (Good:02; Average: 01; Poor: 00)					

B. Assessment (Performance, Efficiency and Accountability):

Marks:

08

		Marks Distribution	Self – Appraisal Score	Verified Score by committee	Remarks
1.	The extent to which the employee take his/her job seriously.	2			
2.	The quality of maintenance of Work Daily.	2			
3.	The Capacity of completing the work in time.	2			
4.	Reliability in carrying out instruction.	2			
Note: Marks to be awarded for each categories as Good: 02; Average: 01; Poor: 00, to be evaluated by Promotional Committee.					

Annual Performance Report

(Year-)

A. Attendance:

Marks:02

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1.	Total number of working days during the period under review				
2.	No. of days the incumbent was on unauthorized leave				
Total: (Good:02; Average: 01; Poor: 00)					

B. Assessment (Performance, Efficiency and Accountability):

Marks:

08

		Marks Distribution	Self – Appraisal Score	Verified Score by committee	Remarks
1.	The extent to which the employee take his/her job seriously.	2			
2.	The quality of maintenance of Work Daily.	2			
3.	The Capacity of completing the work in time.	2			
4.	Reliability in carrying out instruction.	2			
Note: Marks to be awarded for each categories as Good: 02; Average: 01; Poor: 00, to be evaluated by Promotional Committee.					

Signature of the employee:.....

(OFFICE USE ONLY)

C. Marks obtained in part A ()	<input type="text"/>	+	Marks obtained in part B ()	<input type="text"/>	=	<input type="text"/>
Marks obtained in part A ()	<input type="text"/>	+	Marks obtained in part B ()	<input type="text"/>	=	<input type="text"/>
Marks obtained in part A ()	<input type="text"/>	+	Marks obtained in part B ()	<input type="text"/>	=	<input type="text"/>
Total Marks in	Part A <input type="text"/>	+	Part B <input type="text"/>	=	<input type="text"/>	

.....
Verified and Accepted by
Promotional Committee