



# 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 9<sup>th</sup> 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 <sup>th</sup>				
12 <sup>th</sup>				
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			
<b>Note: Marks to be awarded for each categories as Good: 02; Average: 01; Poor: 00, to be evaluated by Promotional Committee.</b>					

## **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.**

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	<input type="text"/>	Part A	<input type="text"/>	+ Part B <input type="text"/> = <input type="text"/>

.....  
Verified and Accepted by  
Promotional Committee