

Memo No: AU/REG/0756/21

Date: 03-12-2021

## **CIRCULAR**

### **Promotion under Career Advancement Scheme (CAS)**

This is to inform all concerned that applications are invited from eligible existing Non-Teaching Staff of this University who have completed 10 (ten) years of continuous and satisfactory service for promotion to their respective next higher scales under Career Advancement Scheme (CAS) in terms of G.O. No.: 1083(8)-Edn(U) dated 18-08-1990 and subsequent G.O. of MA & ME Dept., Government of West Bengal vide No. 122-MD-11018/14/2019 dated 14/01/2020.

The eligible Non-Teaching Staff of this University who have completed 10 years of service are requested to apply in the prescribed format available at the Aliah University website: [www.aiah.ac.in](http://www.aiah.ac.in).

Sd/-  
Registrar



## ALIAH UNIVERSITY

### APPLICATION FORM

Advt./Circular No. with date: .....

1. Name of the candidate in full: .....

2. Date of Birth (evidence to be produced): .....

3. Sex: Male / Female

4. Address: (a) Residential: .....

.....

.....

Pin.....Mobile .....

E-mail:

(b) Present (for correspondence): .....

.....

.....

Pin ..... Phone .....

5. Nationality: .....By birth / At present

6. Category : ( GEN/SC\*/ST\*/OBC\*/PH\*): .....

(\*evidence to be produced)

(Please Specify)

7. Father's Name: .....

8. Mother's Name: .....

9. Husband's/Wife's Name: .....

(if married)

10. (a) Candidate's mother-tongue: .....

(b) Other languages (if any) he/she can speak, read and write fluently: .....

# 11. Academic Qualification

Examinations / Degree	Board /Council/ University	Year of Passing	Division/ Class (with % of marks)	Subject(s) /Discipline
(i) Secondary or equivalent				
(ii) Higher Secondary or equivalent				
(iii) Graduate Level (Mention the Honours/ Major subject)				
(iv) Post Graduate Level				
(v) Any other (DCA, MCA, M.PHIL., NET, SLET etc.)				

*N.B. Strike out the alternatives which do not apply in your case.*

## 12. Scholarship, Fellowship, Award etc details (e.g.name, year, duration, place etc.) (evidences to be enclosed)

## 13. Work Experience (Most recent first)

Nature of Appointment	Designation	Date of Joining	Date of Leaving	Basic Salary & allowance	Employer's Name &Address	Remarks

14. Present Job Responsibilities.....  
.....  
.....

15. Membership of Learned Societies and /or Professional Bodies or any other Committees:

- i)
- ii)
- iii)

16. Participation in Administrative Training Programme (Certificate to be used)

- i) Training Courses:
- ii) Seminar/Workshop/Conference/Symposium:
- iii) Other Courses:

17. Two Referees, who should be responsible persons not related to the candidate: -

Sl.	Name	Profession	Address	Period for which candidate is known to Referee
1				
2				

18. Additional Remarks:

(Applicant may mention here any other particulars which have not given under the above heads)

### DECLARATION

I declare that the entries made in this form are true to the best of my knowledge and belief.

Date.....

Signature of the Candidate

Place.....

- N.B.
- (i) Papers and documents submitted with the application will not be returned
  - (ii) Separate sheet(s) may be attached wherever necessary.
  - (iii) All enclosures and testimonials are to be self-attested.