



Aliah University

A UGC approved autonomous Institution under the Department of Minority Affairs and Madrasah Education,
Govt. of West Bengal

CAREER ADVANCEMENT /PROMOTION OF OFFICERS (APPLICATION & SELF APPRAISAL REPORT)

To
The Registrar,
Aliah University
IIA/27, New Town, Kolkata-700160.

**Subject: Prayer for Career Advancement/ Promotion of Officer of Aliah University in terms
G.O. No. 1902-Md-11018/59/2019-MAME dated 21.08.2023.**

Category of Career Advancement / Promotion sought

- A. Assistant Registrar or equivalent post to Senior Grade
[Grade pay as per Govt. norm]
- B. Assistant Registrar or equivalent post to Dy. Registrar or equivalent
[Grade pay as per Govt. norm]
- C. Deputy Registrar or equivalent post to Dy. Registrar/ Joint Registrar or equivalent
[Grade pay as per Govt. norm]

1. Name (in Block letters) :
2. Date of Birth :
3. Present post held (name of the post) :
4. Present post attained :
5. Date of joining in the present post :
6. (a) Due date of CAS/ Promotion sought :
(b) Basic Pay as on prior to the date of CAS :
(c) Grade Pay as on prior to the date of CAS :
(d) Date of Increment in the present pay scale :

7. Name of the Department/ Faculty/ Section where placed:

8. Academic Qualifications:

Examination/ Degree	Board/ Council/ University	Year of passing	Division/ Class	% of Marks	Subject (s)
10 th Std.					
12 th Std.					
Graduation					

Post-Graduation					
MPhil					
PhD					

9. Professional Qualifications:

Name of the Programme/ Course	Name of the Institute/ University	Year of Passing	% of Marks/ Grade	Remarks (if any)

10. Experience profile (starting from the most recent job to the first one):

Name and address of the employer	Post held and scale of pay	Duration From to	Nature of duties	Reason for leaving

11. Date of first joining in the University with the name of post and pay scale:

12. Additional information, if any :

Certified that the above-mentioned statements are true to the best of my knowledge and belief.

Date:

(Signature of the incumbent Officer)

(Details to be filled in by the Office)

1. Present post held by the applicant:
2. Period of holding present position:
3. Scale of Pay:
4. Status of approval of the post by the competent authority:
5. Post created Vide G.O. No. (give details):
6. Details of Promotion availed during the service period:
7. Details of confirmation in the present post (Order No. date etc.):

Signature of Registrar

					Verifying Authority (Leave it Blank)

(iii) Details of Seminar/Workshop/Symposium attended during the last three years/ tenure based on which C.A./Promotion has been sought (use additional pages, if required):

Name of the Seminar/ Workshop/ Symposium attended	Organized by	Date and Year	Supportive document (if any) TAG Number	Remarks by the Screening/ Scrutiny Committee/ Verifying Authority (Leave it Blank)

(iv) Details of Membership of Professional Bodies (if any):

Name of the Professional Body	Membership/ ID Number	Nature of Membership (Lifetime/ Annual etc.)	Date and Year of Membership	Supportive document (if any) TAG Number	Remarks by the Screening/ Scrutiny Committee/ Verifying Authority (Leave it Blank)

(v) Details of Professional examination passed during the last three years/ tenure based on which C.A./Promotion has been sought:

Name of the Programme/ Course	Name of the Institute/ University	Year of Passing	% of Marks/ Grade	Supportive document (if any) TAG Number	Remarks by the Screening/ Scrutiny Committee/ Verifying Authority (Leave it Blank)

(vi) Details of Awards/Fellowship/ Honours Received during the last three years/ tenure based on which C.A./Promotion has been sought:

Name of Award/Fellowship/ Honours	Name of the Awarding Institute/ University/	Year of Award/ Fellowship/ Honours	Supportive document (if any) TAG Number	Remarks by the Screening/ Scrutiny Committee/ Verifying Authority (Leave it Blank)

F. Details of leave availed during the last three years/ tenure based on which C.A./Promotion has been sought (as per Annexure-I):

G. Any Innovation/ Administrative Reform/s initiated (give details with supporting documents):

H. Contribution to Institutional/ Corporate Life (Responsibilities undertaken other than departmental activities) (give details with supporting documents):

I. Contribution to teaching (if any) (give details with supporting documents):

J. Any other relevant information (give details with supporting documents):

Signature of the incumbent Officer

