

SPECIMEN APPLICATION FORM

PROMOTION TO THE POST OF

GRADE YAER

01. Name of Applicant : Mr. / Mrs. / Miss.

02. (i) Present place of work :

(ii) Division :

03. Date of appointment to Grade III:

(i) Date of Appointment (Casual/Temporary) :

(ii) Date of Appointment (Permanent) :

04. Date of appointment to Grade II :

05. Date of appointment to Grade I :

06. Salary Particulars :

(i) Salary Scale as at 31.12.

(ii) Monthly Salary as at 31.12. (Exclusive of allowance)

(iii) Date of increment:

07. Have you been confirmed in the post:

08. Particulars of Appointment held in the Public/State Corporation:

Post held	Department/Corporation	period of Service
-----------	------------------------	-------------------

09. Particulars of service from the date of joining the University:

University/Institution	Post	Period of service
------------------------	------	-------------------

Contd..... 2

10. Any other relevant information:

11. Have you obtained no-pay leave for employment or study abroad:

12. If you have obtained such leave indicate the dates of commencement and the date of expiry:

13. The medium in which you wish to sit the examination if it would be held:

I do hereby declare that the information given above are true and accurate to the best of my knowledge, I am also well aware that if any information given above are found false or inaccurate before or after I am promoted to the said post my promotion is subjected to a cancellation.

Date:

.....
Signature of Applicant

Registrar / Snr. Asst Secretary / Snr. Asst. Registrar /
Asst. Registrar

I recommended / do not recommended * this applicant for promotion.

Date:

Head of the Department / Division

Dept. / Division

* Delete whichever is inapplicable

Cont.....3

(3) Particulars of leave taken during the last 03 years:

	Year	Year	Year
(a) Casual
(b) Vacation
(c) Medical
(d) Study
(e) No-pay
(f) Half-pay

.....
Signature of Candidate

.....
Signature and the name of officer
certifying above information.

Date:

PART TWO

(4) Administration Report

Work Performance:

(Please describe the work performed by the employee in terms of quantity and quality expected in the job / post)

(a) Scope for work improvement:

(Describe the nature of work which could have been improved by the employee during the period, in terms of quantity and quality)

(b) Strengths of employee:

(What are the assets of the employee that are useful to the University)

(i) Skills – Communication:

(ii) Performances:

(iii) Special Contributions:

(c) Weaknesses:

- (i) Inadequate skills
- (ii) Absence from work place
- (iii) External obstacles which have influenced the performance
- (iv) Resistance to change
- (v) Delays in attending to work
- (vi) Any other

(d) Employee's improvement during the period:

(Describe the manner in which the employee has improved himself / herself during the period)

(e) Employee's Failure:

(Identity situations of failure, neglect and any other damages caused to the University, its property work goodwill etc.)

(f) Punishments received during the three years immediately before the date on which he /she become eligible for promotion:

(g) Commendations received during the last three years prior to becoming eligible for promotions:

(5) Are there any actions which might be taken which would lead to higher levels of career achievements?

(6) Any other comments:

(7) Recommendation for promotion:

Signature of recommending officer:

Designation of recommending officer:

Date recommended:

SPECIAL REPORT THAT SHOULD BE SUBMITTED BY A CANDIDATE
ALONG WITH AND APPLICATION FOR PROMOTION

Instructions to:-

(a) Candidates:

Part one of this Special Report should be filled by the candidate. The candidate is also responsible to obtain, leave particulars certified by the authorities concerned before handing over the application.

(b) Heads of Divisions / Departments:

The Head of the Division / Department is responsible to fill the part two of the Special Report on the basis of his knowledge and experience of the conduct and work performed by the applicant. The Head of the Division /Department is also requested to make this recommendation and forward this Special Report along with the applicant for promotion.

PART ONE

(1) The Employee:

(i) Name of Employee:

(ii) Date of Birth and Age on 31st December

(iii) Present Post:

(iv) Date of appointment to the present post:

(v) Date / Dates of previous appointment/s with designations:

(vi) Educational Qualifications:

(2) List of Duties:

Reference No.

Secretary / Registrar *

University Grants Commission / University of

.....

I certify that the particulars given in column 3, 4, 5, 6, 7, 8, 9, 11 and 12 are correct according to the personal file of the applicant. The special report in the prescribed form is annexed herewith.

Snr. Asst. Secretary / Snr. Asst. Registrar / Asst. Registrar / Asst. Secretary

Date:

Registrar

Institution

* Delete whichever is inapplicable