

APPLICATION-CUM-SELF APPRAISAL REPORT
RANCHI UNIVERSITY

for Promotion of Lecturer (Senior Scale) to the post of Lecturer (Selection Grade)
Under Career Advancement Scheme vide Gazette Notification No.- 486
Dt. 26.06.2008 Human Resource Development Department and guideline issued
vide Notification No.- 05 dt. 14/12/2018 of DHTE&SD, Ranchi

(In case of incomplete or ambiguous information, it will not be entertained.)

1. Name of the Candidate : _____

2. Subject : _____

3. (i) Name of the Univ. Department/College : _____

(ii) It is University Department or Constituent College: _____

If constituent College mention date on which College may Constituent: _____

4. Name of the University : _____

5. Date of substantive appointment as lecturer-

D	D	M	M	Y	Y	Y	Y
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6. (a) Date of promotion as Lecturer (Sr. Scale) -

D	D	M	M	Y	Y	Y	Y
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(b) Date of promotion as Lecturer (Senior Scale) on the recommendation of the Commission-

D	D	M	M	Y	Y	Y	Y
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(Enclose letter of the commission)

(c) Approval of the syndicate in the promotion of Lecturer (Senior Scale), in accordance with the recommendation of the Commission:
Yes No if yes, annex, Notification Letter. No.....dated.....

7. Educational Qualification of the Candidate :-

Examination	Board/University	Subject	Year of Passing	Division/Class	% of Marks
Matric					
Intermediate					
Graduation					
Post Graduate					
M.Phil					
Ph.D					

8. Computation of admissible period for promotion to Lec.(SG) (Para 3.1.0 of the statute):

Sl.	Particulars	From	To	Duration
i)	Period rendered in University department			Y Y M M D D
ii)	Period rendered in Degree college managed and maintained by University			Y Y M M D D
iii)	Total admissible period under Career Advancement Scheme			D D M M Y Y
iv)	Date of completion five yrs.of continuous service as Lecturer (Senior Scale) -			D D M M Y Y

(9) Proposed date of promotion to the post of Lecturer (SG) -
(As per para 3.1.0. of the statute)

D	D	M	M	Y	Y
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(10) Assessment of performance for promotion to Lec.(SG) [Para 3.1.0.of the statute] -

(a) Date of two refresher course/summer trainings of approved duration (after placement in Lecturer Senior Scale) -

Date	Period	Venue

OR

Engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC (within due date) -

- (b) (i) Good record in teaching: Yes No
(enclose certificate from principal /HOD and Registrar)
- (ii) Contribution in the corporate life in the institution : Yes No
(enclose certificate from principal /HOD and Registrar)
- (iii) Contribution in examination work: Yes No
(enclose certificate from principal /HOD and Registrar)

OR

Through extension activities(Give Details): _____

(c) Consistently satisfactory performance appraisal reports during the period of promotion as Lec.(SS) in the form to be approved by the chancellor for the purpose (As per para 3.7.0 & 4.1.0(e) of the statute) :

(I) enclose CCR in the Prescribed Performa as approved by the Chancellor

Give details as follows :

Year	Whether CCR enclosed Yes/ No	Remark of the screening committee(Candidates or not required to fill this column)

12. Whether the proposal was ever rejected by the commission (Para 5 of the Statute): Yes No
If yes, give details with letter no. of the Commission: _____

13. Whether any disciplinary action has been taken against you? If yes, please give details.

14. Total no. of certificate/testimonials attached with the application:.....

Certified that information furnished in the aforesaid paragraphs and the documentary evidence furnished are true and correct. For any omission or commission or wrong information, I shall be held solely responsible.

Date:

Place:

List of Enclosure:

Signature of the Applicant

(To be filled in by the Head of Institution/Department)

- 1) Certified that the statement made above by the applicant have been found true and correct in respect of records and/or relevant testimonials and certificates.
- 2) Certified that C.C.R of the applicants is attached herewith in a sealed cover along with each application.
- 3) Certified that statements made in the applications have been verified.

Signature of the Head of the
Institution/Department

Date:

(To be filled in by the Office of the Registrar)

1. The application has been checked and found complete in all respects or incomplete in the following respect:-
2. Nothing in the records of the University is known to the contrary of the statement made by the applicant and certified by the Head of the Institution/Department concerned.

Signature of the Section Officer

Signature of the Officer Incharge

Signature of the Registrar

Date:

Seal of the University