

APPLICATION-CUM-SELF APPRAISAL REPORT
RANCHI UNIVERSITY

for Promotion of Lecturer to the post of Lecturer (Senior Scale) Under Career Advancement Scheme vide Gazette Notification No.- 486 Dt. 26.06.2008 of 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- (a)Date of substantive appointment as lecturer (Para 2.1.0 (b) of the statute) :

(i) Date of affiliation –

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(ii) Date of post creation –

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(iii) Date of confirmation as lecturer –

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(b) Whether the candidate holds the qualification as prescribed for the post of lecturer under the statute at the time of his appointment –
Yes No

(c) Date of Recommendation of the commission for the post of lecturer-

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

(Enclose the letter of the commission)

6-Educational Qualification of the Candidate :-

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

7- (a) Computation of admissible period for promotion to Lec.(SS) (Para 1.1.0, 1.2.0 & 2.1.0 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) | Period of past service (If any) according to para 10.0.0 & 10.2.0 of the statute | | | Y Y M M D D |
| iv) | Total admissible period under Career Advancement Scheme | | | D D M M Y Y |

(8) Proposed date of promotion to the post of Lecturer (Sr. Scale) -
(As per para 2.1.0. of the statute)

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

(9) Assessment of performance for promotion to Lec.(SS) [Para 2.1.0(c)(d)of the statute] –

(a) Date of first orientation course (within proposed date of promotion) –

| Date | Period | Venue |
|------|--------|-------|
| | | |

(b) Date of first refresher course, If applicable (within proposed date of promotion) –

| Date | Period | Venue |
|------|--------|-------|
| | | |

or

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

(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 2.1.0 (d) & 2.3.8 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) |
|------|------------------------------|---|
| | | |
| | | |

10. Whether the proposal was ever rejected by the commission, Yes No

If yes, give details with letter no. of the commission: _____

11 Whether the proposal is accordance to Para 2.3.3 of the statute – Yes No

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

13. 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:

Signature of the Applicant

List of Enclosures :

(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