



PURNEA UNIVERSITY, PURNIA

854301

PROFORMA FOR PLACEMENT OF LECTURER IN SENIOR PAY SCALE

(10,000-325-15,200) Under Career Advancement Scheme

(Effective Date of Scheme 27.07.1998)

(3 Copies of application along with enclosures be submitted)

1. Name of the Subject:-
2. Name & Designation of the Teacher:-
3. Name of the Department/College:-
4. Date of Birth:-
5. Educational Qualifications (Matriculation Onwards):-

Name of Examination	Board/ University	Class	Year	Total Marks Obtained	Percentage of marks
1.					
2.					
3.					
4.					
5.					

6. Education Qualification at the time of appointment:-

7. Details of substantive appointment:-

- (i) Appointment letter/Joining report:-
- (ii) Recommendation of the commission/Permanent Concurrence/absorption:-
- (iii) Appointment authority:-
- (iv) Nature of appointment:-
- (v) Approval of appointment, if any:-
- (vi) Date of sanction of post
(Letter to be enclosed):-
- (vii) Position in the Department at the time of appointment:-

8. Affiliation of the College:-

- (i) Intermediate:-
- (ii) Degree:-

9. Details of Service rendered in other University.

- i. Date of relieving (from parent University):-
- ii. Date of joining (Under Purnea University, Purnia Service):-
- iii. Details of permanent appointment be furnished as in column no. 7 & 8 :-

10. **Date of completion of 6 years of continued service after regular appointment on sanctioned post :-**

- (i) Service rendered in affiliated College :-
- (ii) Service rendered in Constituent Colleges :-

11. **Participations in :-**

i. **Refresher courses :-**

No. of participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

ii. **Orientation Course**

No. of participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iii. **Summer institutions:-**

No. of participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iv. Other appropriate continuing & education programmes of comparable quality as specified by the U.G.C. :-

12. **Confidential Character Roll of the Candidate:-**

13. **Special performance of the applicant**

(to be issued by the Head of the Institution):-

Note: Records/Documents/Papers as specified in different columns of the proforma must be duly attested by the Head of the Institution and be enclosed with the application.

I hereby solemnly affirm that the above information is true to the best of my knowledge and belief

Signature of the Applicant

Signature of the Head of the Institution



PURNEA UNIVERSITY, PURNIA

854301

PROFORMA FOR PROMOTION OF LECTURER (SENIOR SCALE) TO THE RANK OF LECTURER (SELECTION GRADE)*/READER*

* strike of whichever is not applicable

(3 Copies of application along with enclosures be submitted)

1. Name & Designation of the Teacher:-
2. Name of the Subject:-
3. Name of the Department/College:-
4. Date of Birth:-
5. Contact No. :-
6. Educational Qualifications (Matriculation Onwards):-

Name of Examination	Board/University	Class	Year	Total Marks Obtained	Percentage of marks
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

7. Details of substantive appointment :-
8. Details of service rendered in other University).
 - i. Date of relieving (from Parent University)
 - ii. Date of joining (Under Purnea University, Purnia Service):-
9. Effective date of grant of Senior Scale:-
(copy of the notification be attached)
10. Date of Obtaining Ph.D Degree.
11. Date of completion of 5 years of continued service as Lecturer (Senior Scale)
12. Participations after placement in the Senior Scale :-
 - i. Refresher courses :-

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance appraisal Reports
1.					
2.					
3.					

ii. Orientation Course

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iii. Summer institutions:-

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iv. Details of participation before the date of placement of Senior Scale in Refresher Course, Summer Institute, Orientation Course.....

v. Details of Publication if any:-

vi. Other appropriate continuing & education programmes of comparable quality as specified:-

vii. Details of contribution to corporate life of the Institution, Examination Work or through Extension Activities.

viii. Details of Quality of Publication, Contribution to Educational Innovation, Design of New Courses and Curricula and Extension activities etc.

13. **Performance appraisal reports:-**

14. **Confidential Character Roll of the Candidate:-**

15. **Special performance of the applicant**

(to be issued by the Head of the Institution):-

Note:- Records/Documents/Papers as specified in different columns of the proforma must be duly attested by the Head of the Institution and be enclosed with the application.

I hereby solemnly affirm that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Signature of the Head of the Institution



PURNEA UNIVERSITY, PURNIA

854301

PROFORMA FOR PROMOTION OF LECTURER (SENIOR SCALE) TO THE RANK OF READER

(3 Copies of application along with enclosures be submitted)

1. Name & Designation of the Teacher:-
2. Name of the Subject:-
3. Name of the Department/College:-
4. Date of Birth:-
5. Contact No.:-
6. Educational Qualifications (Matriculation Onwards):-

Name of Examination	Board/University	Class	Year	Total Marks Obtained	Percentage of marks
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

7. Details of substantive appointment :-
8. Details of service rendered in other University).
 - i. Date of relieving (from Parent University)
 - ii. Date of joining (Under Purnea University, Purnia Service):-
9. Effective date of grant of Senior Scale:-
(copy of the notification be attached)
10. Date of Obtaining Ph.D Degree.
11. Date of completion of 5 years of continued service as Lecturer (Senior Scale)
12. Participations after placement in the Senior Scale :-
 - i. Refresher courses :-

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance appraisal Reports
1.					
2.					
3.					

ii. Orientation Course

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iii. Summer institutions:-

No. of Participation	Duration of the Course	Name of the institution	Details of permission of the Univ.	Date of completion of the course	Performance/ appraisal Reports
1.					
2.					
3.					

iv. Details of participation before the date of placement of Senior Scale in Refresher Course, Summer Institute, Orientation Course.....

v. Details of Publication if any:-

vi. Other appropriate continuing & education programmes of comparable quality as specified:-

vii. Details of contribution to corporate life of the Institution. Examination Work or through Extension Activities.

viii. Details of Quality of Publication, Contribution to Educational Innovation, Design of New Courses and Curricula and Extension activities etc.

13. **Performance appraisal reports:-**

14. **Confidential Character Roll of the Candidate:-**

15. **Special performance of the applicant**
(to be issued by the Head of the Institution):-

Note:- Records/Documents/Papers as specified in different columns of the proforma must be duly attested by the Head of the Institution and be enclosed with the application.

I hereby solemnly affirm that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Signature of the Head of the Institution



PURNEA UNIVERSITY, PURNIA

854301

PROFORMA FOR PROMOTION OF READERS TO THE RANK OF PROFESSOR (Under Career Advancement Scheme implemented w.e.f. 27.07.1998)

(Six copies of application along with all the relevant documents as specified in different columns of the proforma be submitted)

1. Name of the Applicant:-
2. Subject:-
3. Name of the Department/College:-
4. Date of Birth:-
5. Nature of appointment as Reader:-
(Whether directly recruited or promoted under Merit Promotion Scheme)
6. Educational Qualification: (Matriculation onwards):

Name of the Exam.	Board/University	Class	Year	Total Marks obtained	Percentage Of marks
1	2	3	4	5	6
1.					
2.					
3.					
4.					

7. Date of obtaining Ph.D. degree:-
8. Date of appointment as Reader on the
Recommendation of the Commission:-
9. Date of promotion as Reader under Career Advancement Scheme/Merit Promotion Scheme:-
10. Date of completion of Eight Years of continuous Service as Reader:-
11. Details of Research contribution books, articles Published (Name of the Journal/
Publisher with date month Year of publication be mentioned):-

(If needed, separate sheet be attached)

12. Minimum of three best written contributions of the teacher (as defined by him/her which could be research publication/ books be submitted for evaluation/ assessment before the interviews:-

(1)

(2)

(3)

(4)

(5)

(If needed, separate sheet be attached)

13. Details of Seminars/ Conferences attended:-

(Name of the Seminars/ Conferences attended with date/s be indicated)

(1)

(2)

(3)

(4)

(5)

14. Details of contribution to teaching/ academic environment/ institutional corporate life:-

15. Extension and field outreach activities:-

16. Confidential Character Roll/Self-appraisal report for the period of five years preceding the date of eligibility be submitted:-

17. Special Performance of the applicant (to be issued by the Head of the institution):-

Note:- *1. Records/Documents/Papers duly attested by the Head of the Institution as specified in different columns of the proforma must be and be enclosed with the application.*
2. If needed, separate sheets be attached for informations as specified in different columns of the proforma.

Signature of the Applicant

Signature of Head of the Institution



PURNEA UNIVERSITY, PURNIA

854301

Form of Confidential Character Roll for Teaching Staff

1. Name -
2. Designation -
3. How employed -
4. Period of report -
5. Different types of leave taken C.L. E.L. D.L. M.L. Other Leave
During the period under review –
6. Punctuality and regularity in attendance -
7. Name of deptt. in which the individual
was employed during the period of reports –
8. Integrity –
9. (a) Relationship with students and Colleagues –
(b) Behaviour towards superior staff -
(c) Behaviour towards visitors -
10. Performance of duties, promptness & zeal -
11. Efficiency in teaching during the period -
12. Research work and publication -

13. Co-curricular activities -

14. Conferences attended & paper presented -
15. General remarks, if any taking all
the above points in consideration -
16. Signature of **the Head** of the Department -
17. Remarks of **the Principal / Head** of the Institution -