



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
West Bengal

APPLICATION FORM FOR PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME (CAS) FOR UNIVERSITY OFFICERS

(Vide G.O. Nos. 1363(20)-Edn(U) dated 14.12.2017 & 228 Edn(U) dated 08.03.2001)

Category of Promotion sought (tick the appropriate box):

- I. **Assistant Registrar or equivalent post to Senior Scale** (Rs.8,000 – 10,000/-) : ☐
(Revised Pay Band of Rs.15,600 – 39,100/- with Grade Pay of Rs.7,000/- Ref.
G.O. No. 78-Edn(U) dated 23.02.2010) **
Grade Pay of Rs.7,000/- due with effect from
- II. **Assistant Registrar or equivalent post from Senior Scale to Selection Grade** ☐
(Rs.10,000 – 12,000/-)
(Revised Pay Band of Rs.15,600 – 39,100/- with Grade Pay of Rs.8,000/-) **
Assistant Registrar with Selection Grade or equivalent post (Rs.15,600 /- with
Grade Pay of Rs.8,000/-) re-designated as Assistant Registrar to Deputy Registrar
or equivalent.
Grade Pay of Rs.8,000/- due with effect from
- III. **Deputy Registrar or equivalent post** (Revised Pay Band of Rs.15,600 – ☐
39,100/- with Grade Pay of Rs.8,000/-) ** **to the upper** Pay Band **, i.e. Rs.**
37,400/- - Rs.67,000 with Grade Pay of Rs.9,000/-
Grade Pay of Rs.9,000/- due with effect from
- IV. **Deputy Registrar or equivalent post to Joint Registrar or equivalent** (Revised ☐
Pay Band of Rs.37,400 – Rs. 67,000/- with Grade Pay of Rs.9,000/-) to the upper
Pay Band of Rs.37,400 – Rs. 67,000/- with Grade Pay of Rs.10,000/-) ** **re-**
designated as Deputy Registrar to Joint Registrar
Grade Pay of Rs.10,000/- due with effect from

1. Name :

2. Date of Birth :

3. Address :

4. Designation (Present) :

5. Department :

6. Date of Joining at the present cadre:



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7. (a) Basic pay in 1996 UGC Scale of Pay as on 31-12-2005:

Pay Scale -

Basic Pay -

(b) Basic Pay in Revised Pay Band as on 01.07.2017 :

Pay Band -

Grade Pay -

8. Date of increment in the present Scale :

9. (a) Academic Qualifications :

Examination / Degree	Council/Board/University	Year of Passing	Division / Class	Remarks	Specialisation/Project/Thesis title (where applicable)

(b) Membership of Professional bodies:



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10. Experience profile:

A. Administrative :

(attach additional sheet if required)

Name of the Employer	Designation	Type of work done	Duration	Scale of Pay

B. Academic :

Name of the Employer	Designation	Type of work done	Duration	Scale of Pay

C. Research :

Name of the Employer	Designation	Type of work done	Duration	Scale of Pay

D. Industrial

Name of the Employer	Designation	Type of work done	Duration	Scale of Pay

11. Additional Information if any :

12. List of enclosures:

Place:

Signature :

Date:

Designation:



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PROFORMA FOR SELF-APPRAISAL REPORT OF OFFICERS FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

1. Name and Designation :
2. Department / Officer
3. Sphere of work:
4. Contribution to Administrative Activities:

(a) Job Allotted:

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(b) Monitoring of Attendance and discipline of staff under direct supervision

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c) Punctuality , attendance recording , details of leave availed in the last 3 years

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d) Brief Profile of Activities for the last 3 years and performance

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e) Additional responsibilities undertaken

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f) Innovative / Administrative Reforms initiated / executed

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g) Achievements:

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5. In Service Training / Seminar/Conferences / Symposia / Workshop Refresher / Orientation Course Organised / attended

Title	Duration(s) with date	Place	Remarks on Participation/ Organisation

**6. Contribution to Institutional / Corporate Life :
(Such as responsibilities undertaken in university activities other than departmental activities)**

7. Any other relevant information:

I hereby declare that all the statement made above are true to the best of my knowledge and belief.

Date:

Signature:

[Use separate sheet if required]