

**SPECIMEN APPLICATION FORM**

**PROMOTION TO THE POST OF .....**

**Eligible year for promotion .....**

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

02. (i) Present Place of work:

(ii) Section:

(iii) Telephone No: -

o Office:

o Mobile:

(iv) Email address:

03. Date of appointment:

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

(ii) Date of appointment (Permanent):

04. Details of the Career up to date.

<b>Designation</b>	<b>Grade</b>	<b>Effective Date</b>

05. Salary particulars:

(i) Salary scale as at 31<sup>st</sup> December 2024

(ii) Monthly salary (exclusive of the allowances):

(iii) Date of increment:

06. Have you been confirmed in the post:

07. Particulars of appointment held in the Public Service/State Corporations:

**Post held**

**Department/Corporation**

**Period of Service**

**From**

**To**

08. Particulars of service from the date of joining the University.

<b>University/Institute</b>	<b><u>Post</u></b>	<b><u>Period of Service</u></b>	
		<b><u>From</u></b>	<b><u>To</u></b>

09. Any other relevant information:

10. Have you obtained no-pay leave for employment or study abroad?

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

12. What is the medium of language you expect to sit if a written examination is held:

I hereby certify 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/Senior Assistant Registrar/Assistant Registrar,

I recommend/do not recommend\* this applicant for promotion.

.....

Head of Department/  
Department/Section

Date: .....

.....

Rubber Stamp

(\*Delete whichever is inapplicable)

**SPECIAL REPORT THAT SHOULD BE SUBMITTED BY A CANDIDATE ALONG WITH AN 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 handling over the application.

**(b) Heads of Divisions/Department:**

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

**PART ONE**

Post applied for .....

**(1) The Employee:**

(i) Name of employee:

(ii) Date of Birth

(iii) Age on 31<sup>st</sup> December 2024:

(iv) Present Post:

(v) Date of appointment to the present post:

(vi) Date/Dates of previous appointment/s  
with Designations:

(vii) Educational Qualifications:

(Please attach Photocopies of the certificates of Educational & Professional which were obtained recently)

**(2) List of Duties:**

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

	<b>Year 2022</b>	<b>Year 2023</b>	<b>Year 2024</b>
a) Casual			
b) Vacation			
c) Medical			
d) Study			
e) No-pay			
f) Half-pay			

.....  
Signature of Applicant

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

Date: .....

**PART TWO**

**(4) Administration Report**

Work Performance:

(Please describe the work performed by the employees 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 - Communications  
Writing

(ii) Performance -

(iii) Special Contributions -

(c) Weaknesses -

(i) Inadequate skills

(ii) Absence from workplace

(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:  
 (Identify 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 became eligible for promotion.

(g) Commendations received during the last three years prior to becoming eligible for promotion.

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

(6) Any other comments :

(7) Recommendation for promotion: Recommended. /Do not Recommended.

Signature of Recommending Officer .....

Name & Designation of Recommending Officer: .....

Rubber Stamp of Recommending Officer: .....

Date recommended: .....