

## **ANNEXURE III**

**University Institute of Technology**

**The University of Burdwan**

### **Career Advancement Scheme (CAS) Pro Forma for Teaching Staffs**

- 1. Name (in Block Letters):**
- 2. Father's Name / Mother's Name / Husband's Name:**
- 3. Department:**
- 4. Date of Birth:**
- 5. Details of Communication:**
  - a) Address of Correspondence (with Pin Code):**
  
  - b) Permanent Address (with Pin code):**
  
  - c) Contact Number:**
  
  - d) Email ID:**
- 6. Current Designation & Grade Pay:**
- 7. Due date of Promotion:**
- 8. Last Promotion Date (If any):**
- 9. Category of Promotion sought: (Please tick the appropriate box)**
  - i) Assistant Professor (Stage 1) to Assistant Professor (Stage 2)**
  - ii) Assistant Professor (Stage 2) to Assistant Professor (Stage 3)**
  - iii) Assistant Professor (Stage 3) to Associate Professor (Stage 4)**

**10. Teaching Experience: (Only in Regular Full Time Post in UGC/AICTE recognized Institutes)**

| <b>Name of Employer</b> | <b>Period of Service</b> | <b>Designation</b> | <b>Scale of Pay</b> |
|-------------------------|--------------------------|--------------------|---------------------|
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**11. Academic Qualification:**

| <b>Examination Level</b> | <b>Board/Council/ University</b> | <b>Year of Passing</b> | <b>Percentage of Marks with Division/ Class/Grade</b> |
|--------------------------|----------------------------------|------------------------|-------------------------------------------------------|
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**12. Specialization:-**

**13. Details of Summer School/Winter School/Refresher Course/QIP completed before the Date of Application (At least one of 10 days or above duration):**

| <b>Sl. No .</b> | <b>Name of the Summer/Winter/Refresher/QIP Course etc.</b> | <b>Organized by</b> | <b>Venue</b> | <b>Date</b> |
|-----------------|------------------------------------------------------------|---------------------|--------------|-------------|
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#### 14. Publications and Research Activities

a) Details of Paper(s) presented in the National and/or International conference/Seminar(s)/ Symposium: -

| Sl. | Title of the paper presented | Name of the Conference | Venue | Date |
|-----|------------------------------|------------------------|-------|------|
|     |                              |                        |       |      |
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b) Articles published in the Books as chapters/ Proceedings of any Conference (with ISBN): -

| Sl. | Name of the Article | Author(s) | Publisher | ISBN |
|-----|---------------------|-----------|-----------|------|
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**c) List of Publications in peer reviewed Journals (with ISSN)**

| Sl<br>. | Name of the published Paper | Author(s) | Publisher | ISSN |
|---------|-----------------------------|-----------|-----------|------|
|         |                             |           |           |      |
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**d) Books/Monograph edited or authored (If any)**

I declare that the particulars given above are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Enclosures:**

- 1) Self-attested photocopy of Mark sheet/Certificate of Highest Qualification**
- 2) Self-attested photocopy of Appointment Letter (s) of present Institute and previous Institute (s) (if any)**
- 3) Self-attested photocopy of Memo/Notice of previous promotion (s) (if any)**
- 4) Self-attested photocopy of Certificate(s) of Summer/Winter/Refresher Course(s)/QIP of at least 10 days duration**
- 5) Self-attested photocopy of paper presentation Certificate in Seminar/Conference/Symposium (Maximum five)**
- 6) Self-attested photocopy of first pages of Research Publications and Cover Pages in case Books/Monograph edited or authored (Maximum five)**

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Signature of incumbent

Designation and date

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Signature of Principal/OIC