

JADAVPUR UNIVERSITY  
KOLKATA – 700032

Ref. No...  
Date September 6, 2013

**C I R C U L A R**

It is notified for information to all including Teachers, Officers and Non-teaching employees of the University that they should submit the following documents to the Personnel Section, at the earliest, towards completion of their Service Box:

1. Passport size Photograph of the applicant /employee - 2 copies.  
Duly signed by him on the front side
2. Passport size Photograph of Spouse of the applicant/ employee - 2 copies  
Duly signed by him/her on the front side.

(Please submit the following information)

3. Type of Pension Scheme...
4. Blood Group...
5. Particulars of Previous Service
  - (a) Name of Employer...
  - (b) Period of Service: From...To...
  - (c) Initial Designation...
  - (d) Initial Scale of Pay...
  - (e) At the time of release from previous service:
    - i Designation...
    - ii Scale of Pay...
    - iii Last Pay...

Personnel appearance in Personnel Section is essential to put Thumb impression & Signature and for noting Identification Mark in service book.

This is not applicable for those who have submitted /completed the same earlier.

  
Registrar

Copy to:-

All Sections/Units/Schools/Departments  
(including Salt Lake Campus)

Office of the Vice-Chancellor / Office of the Registrar

Office of the Finance Officer/Dean of Students - for information to Hostel staff

Supdt. of Personnel Section/Records - 2 copies.

*Adm. Office/submit*