



JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA

Ref. No. : REC/N/260/22
Date : 26-Aug-2022
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C I R C U L A R

It is notified for information all permanent Non-teaching staff members of the University that they should submit the following documents, if not submitted earlier, to the Personnel Section (Annex Building adjacent to the Aurobinda Bhavan, 3rd floor, Main Campus) at the earliest, for completion of their Service Book :

1. Two copies each of recent passport size (35 mm X 45 mm) self-attested (i.e. signed on the front side) photographs of yourself or joint photographs (of 50 mm X 70 mm size) of you and your spouse, duly attested by self and spouse (i.e. signed on the front side), if applicable.
2. *Family Declaration cum Nomination Registration Form* in prescribed format as available at the Personnel Section.

Personal appearance at the Personnel Section is essential for employee concerned to put finger impressions & signature as well as to complete the other formalities of respective Service Book, like noting-of Identification Mark, etc., if not complied earlier.


REGISTRAR

To:

1. All Sections / Offices / Units / Schools / Departments (including Salt Lake Campus)
2. Secretary to the Vice-Chancellor
3. The Registrar
4. The Finance Officer
5. The Dean of Students – for information to all Hostel staff
6. Supdt. of Personnel Section
7. Service Book Unit (Personnel Section)
8. System Admin. – for uploading in the University website
9. Supdt., Admin. Office – 2 copies