



JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA

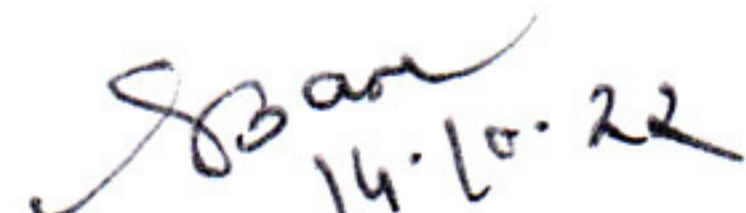
Ref. No. : REC/N/293/22
Date : 14-Oct-2022

C I R C U L A R

It is notified for information of **all permanent Teachers and Officers** of the University that they should contact the Personnel Section (Annex Building adjacent to the Aurobinda Bhavan, 3rd floor, Main Campus) at the earliest, for submission of the following documents and to complete the initial formalities of their Service Book in revised existing format, if not fulfilled earlier :

1. **Two copies** each of recent, coloured, passport size (45 mm X 35 mm) or joint (50 mm X 70 mm in size) photographs of yourself and your spouse, duly signed by yourself and your spouse on the front side of photographs, as 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.


14.10.22
REGISTRAR