CIRCULAR

It is prior to seem that most of the University teachers / employees have applied for different posts for onward transmissions of their applications by the University have not been forwarded by Deans / Directors / Unit Incharges in proper prescribed forwarding format of the University. To avoid this situation all are hereby asked to submit the applications of the University teachers/employees in prescribed University format (enclosed) otherwise applications may not be transmitted and University will not responsible for the same.

(B.L. Yadav)
Registrar

Copy to the following for information & necessary action:
1. PS to the Hon’ble Vice Chancellor, SKNAU, Jobner.
2. All Deans / Directors / ZDRs / Programme Coordinators / Officer Incharges / COE / University Librarian / Estate Officer / Comptroller of SKNAU, Jobner.
3. Incharge-CIMCA, SKNAU, Jobner for uploading the application format on University Website.
4. PA to the Registrar, SKNAU, Jobner.
5. Guard file.

Encl.: As above.

(S.C. Sharma)
Assistant Registrar
Name of Unit: ____________________________

(SRI KARAN NARENDRA AGRICULTURE UNIVERSITY : JOBNER)

No. F. / Dated: ________________

The Registrar,
S.K.N. Agriculture University,
Jobner.

Sir,

1. Forwarded herewith an application dated ______________ of Sh. / Dr. ____________________________ Designation ____________________________ of ____________________________ (working place) ____________________________ for the post of ____________________________ in the Pay Scale of Rs. ____________________________ as per advt. No. ____________________________ dated ________________.

2. Last date for receiving the application is ________________.

3. The applicant is permanent / temporary (regularly selected / adhoc on the present post and has been working (on the present post) since ________________ (in case the applicant is confirmed on any other post in the university the same be mentioned ____________________________).

4. The information furnished by the candidate has been verified from the record and found correct.

5. This application is first / second / third in this calendar year (Jan. to Dec.) ________________.

6. The above applied post and pay scale is higher than the present post and pay scale of Sh. / Dr. ____________________________.

7. Sh. / Dr. ____________________________ has taken lien for a period of ____________________________ as per his service record and office order No. ____________________________ dated ________________.

Yours faithfully,

Encl: As above.

Dean/Director/Unit Incharge

Copy forwarded to Dr./ Sh. ____________________________ for information.

Dean/Director/Unit Incharge