



15/6

**Final Reminder**

**GURU GOBIND SINGH INDRPRASTHA UNIVERSITY**  
**Sec. 16-C, Dwarka, New Delhi**

F. No. : 1 (6) (20)/2013/Estt./P-I/1572

Dated: 24th May., 2016

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

Ref.: University Circular No. 1 (6) (20)/2013/Estt./P-I/236-240 dated 14.01.2015 & University Circular (Reminder-I) No. 1 (6) (20)/2013/Estt./P-I/1602-1607 dated 02.03.2015 & Circular (Reminder-II) No. 1 (6) (20)/2013/Estt./P-I/5459-5465 dated 06.08.2015 & Circular No. 1 (6) (18)/2013/Estt./P-I/8991 dated 15.01.2016.

In continuation to University's earlier Circular(s) dated 14.01.2015, 02.03.2015, 06.08.2015 & 15.01.2016 as mentioned above.


The University is in the process to take up the issue of confirmation of faculty members of different Schools of Studies (USS) on priority basis, in the absence of requisite documents i.e., Assessment Reports, Affidavit, Contract form and Attestation form, we are finding it difficult to proceed further.

The requisite documents completed in all respects for considering cases for clearance of probation of faculty are yet to be provided by all concerned faculty members, as per list attached.

Therefore, it is once again requested that the duly filled/completed **Assessment Reports** for the period of probation alongwith requisite documents (as per requirement) as per formats enclosed herewith, may kindly be submitted to the Personnel Branch latest by **27.05.2016 upto 5.00 p.m.**

This may kindly be treated as **Most Urgent**.

These issues with the approval of the Competent Authority.


  
**(S.K. Tanwar)**  
Registrar


- Encls.: i) **Assessment Report for clearance of probation period.**  
ii) **Affidavit**  
iii) **Contract Form**  
iv) **Attestation Form**  
v) **List of Faculty who have completed their period of probation .**

F. No. : 1 (6) (20)/2013/Estt./P-I/

Dated: May., 2016

**Copy forwarded to the following for information and necessary action :-**

1. All Deans/Heads, University School of Studies (USS), GGSIP University.
2. Faculty concerned as per list enclosed.
3. A.R. to V.C. Secretariat, GGSIP University (for information of Hon'ble Vice- Chancellor).
4. S.O. to Pro-Vice-Chancellor, GGSIP University (for information of Pro-Vice- Chancellor).
5. A.R. to Registrar, GGSIP University – information.
6. All Notice Boards of USS/Administrative wings.
7.  University Website.
8. Guard File.

  
**(Sushil Kumar)**  
Jt. Registrar (Personnel)



**LIST OF FACULTY MEMBERS WHO HAVE COMPLETED PERIOD OF PROBATION**

S.No.	Name of Faculty Member & Post	S.No.	Name of Faculty Member & Post
	<b>University School of Environment Management (USEM)</b>	52.	Sh. Anurag Giri, Asstt. Prof.,
1.	Dr. Kiranmay Sarma, Associate Professor	53.	Sh. Akhil Das, Asstt. Prof.,
2.	Dr. Sumit Dookia, Asstt. Prof.	54.	Ms. Hemlata, Asstt. Prof.,
3.	Dr. Neetu Rani, Asstt. Prof.		<b>University School of Bio-Technology (USBT)</b>
4.	Dr. Tuisem Shimrah, Asstt. Prof.	55.	Dr. (Ms.) Nimisha Sharma, Associate Professor
	<b>University School of Chemical Technology (USCT)</b>	56.	Dr. (Mrs.) Promila Gupta, Associate Prof.
5.	Dr. U.K. Mandal, Professor	57.	Dr. Suresh Kumar, Associate Professor
6.	Dr. Arinjay Kumar, Professor	58.	Sh. Sayan Chatterjee, Asstt. Prof.,
7.	Dr. Rakesh Angira, Associate Professor		<b>Examination Division</b>
8.	Dr. Biswajit Sarkar, Associate Professor	59.	Sh. Akash Mishra, Examination (System Analyst)
09.	Dr. Monisha Mridha Mandal, Asstt. Prof.		<b>University School of Mass Communication (USMC)</b>
10.	Sh Vinay Shah, Asstt. Prof.	60.	Dr. C.P. Singh, Professor
11.	Ms. Vinita Khandegar, Asstt. Prof.		<b>University School of Law &amp; Legal Studies (USL&amp;LS)</b>
	<b>University School of Education (USE)</b>	61.	Dr. Kanwal D.P. Singh, Professor
12.	Prof. Saroj Sharma, Professor	62.	Dr. Amar Pal Singh, Associate Professor
13.	Dr. Anjali, Asstt. Prof.	63.	Dr. (Mrs.) Deepshikha Agarwal, Associate Professor
	<b>University School of Information &amp; Communication Technology (USICT)</b>	64.	Dr. (Mrs.) Queeny Pradhan, Associate Professor
14.	Dr. Pravin Chandra, Professor	65.	Dr. (Ms.) Shivani Goswami, Associate Professor
15.	Dr. Amit Prakash Singh, Associate Professor	66.	Dr. Lisa P. Lukose, Associate Professor
16.	Dr. Udayan Ghose, Associate Professor	67.	Sh. Zubair Ahmed Khan, Asstt. Prof.,
17.	Dr. Bharti Suri, Associate Professor	68.	Sh. M. Sakthivel, Asstt. Prof.,
18.	Dr. Pushpendra Kr. Bharti, Associate Professor	69.	Sh. Rakesh Kumar Handa, Asstt. Prof.,
19.	Dr. R. Rama Kishore, Associate Professor	70.	Ms. Vani Prakash, Asstt. Prof.,
20.	Dr. Anju Saha, Associate Professor		
21.	Dr. Ravindra Kr. Purwar, Associate Professor		
22.	Dr. Manoj Kumar, Associate Professor		
23.	Dr. Virendra Prasad Vishwakarma, Associate Professor		
24.	Ms. Mansi Jhamb, Asstt. Prof.		
25.	Ms. Jaspreeti Singh, Asstt. Prof.		
26.	Ms. Ruchi Sehrawat, Asstt. Prof.		
27.	Ms. Asna Furqan, Asstt. Prof.		
28.	Dr. Manoj Kumar Satyarthi, Asstt. Prof.		
29.	Sh. Chakresh Kumar, Asstt. Prof.		
30.	Ms. Priyanka Chaudhary, Asstt. Prof.		
31.	Sh. Shiv Kumar Meena, Asstt. Prof.		
32.	Ms. Shweta Dabas, Asstt. Prof.		
	<b>University School of Basic &amp; Applied Sciences (USB&amp;AS)</b>		
33.	Dr. Anindya Datta, Associate Professor		
34.	Dr. Rajesh Kumar, Asstt. Prof., (Physics)		
	<b>University School of Management Studies (USMS)</b>		
35.	Dr. Sanjay Dhingra, Associate Professor		
36.	Sh. Gagan Deep Sharma, Asstt. Prof.,		
37.	Ms. Shilpa Jain, Asstt. Prof.,		
38.	Sh. Ashish Kumar, Asstt. Prof.,		
39.	Ms. Sinthiya, Asstt. Prof.,		
40.	Ms. Bharti, Asstt. Prof.,		
41.	Sh. Gaurav Talan, Asstt. Prof.,		
	<b>University School of Human &amp; Social Sciences (US&amp;HSS)</b>		
42.	Dr. Vivek Sachdeva, Associate Professor		
43.	Dr. Ritesh Kumar Mishra, Asstt. Prof.,		
	<b>University School of Architecture &amp; Planning (USAP)</b>		
44.	Sh. Rajat Ray, Professor		
45.	Dr. Neerja Lugani Sethi, Professor		
46.	Sh. Avtar Singh, Associate Prof.		
47.	Ms. Rekha Bhaskaran, Associate Prof.		
48.	Sh. Vishal Rai, Asstt. Prof.,		
49.	Ms. Sonali Roy Chandra, Asstt. Prof.,		
50.	Sh. Sumant Sharma Asstt Prof		

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ASSESSMENT REPORT FOR CONSIDERING CASES FOR  
CLEARANCE OF PROBATION PERIOD OF TEACHERS

For the Period from ..... to .....

**PART - I**

(To be filled by the Establishment Branch)

1. Name of the Faculty Member  
(in Capital Letters)
2. Designation with pay scale
3. Date of appointment to the present post
4. Date on which, will be completing the normal one year period of Probation.



73/C R/C  
24/C NK

(To be filled in by the Reporting Officer/ Reviewing Officer and placed before the D. P. C.)

**PART-II**

Name of the Reporting Officer.....

Designation.....

Length of service under the Reporting Officer.....

**A. ATTRIBUTES:**

1. Teaching abilities:
2. Knowledge of the subject:
3. Communication Skill/ Expression:
4. Ability to enforce discipline among students, to manage the class:
5. Analytical Ability:
6. Initiative:
7. Aptitude to work:
8. Ability to inspire and motivate:

11/12  
72/c 23/2 7/

9. Inter- persona; Relations and Team work:

10. GENERAL

1. State of health:
2. Regularity and Punctuality:
3. Trustworthiness
4. Conduct:
5. Character & Integrity:

11. General assessment taking all the above points into consideration (of personality, integrity, temperament including relations with fellow members of the staff, Seniors and Juniors, Attitude to work, Ability to inspire and motivate, supervisory ability respect for established norms of behaviour, etc.)

12. Whether recommended for clearing the Probation period

Signature of Reporting Officer

Date:

Seal:

PART - III

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer
2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material?
3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?
4. Remarks about any meritorious work or otherwise of the Faculty Member.
5. Remark about grading of the faculty Members by the Reporting Officer.
6. Suitability for clearance of Probation period.

Signature of the Reviewing Officer

Place:

Name in Block Letters

Date:

Designation  
(During the period of Report)

## AFFIDAVIT

Affidavit of Mr./ Mrs./ Miss \_\_\_\_\_ Son of / Wife  
of / Daughter of \_\_\_\_\_ R/o \_\_\_\_\_

1. THAT I have been selected for appointment to the post of \_\_\_\_\_  
in the pay-scale of Rs. \_\_\_\_\_ in Guru Gobind Singh Indraprastha  
University, Kashmere Gate, Delhi
2. THAT I have not been prosecuted or kept under detention or bound down / fined or  
convicted by any court of law for any offence which would render me unfit for  
employment to the above said post.

DEPONENT

### VERIFICATION

I, the above named deponent do hereby solemnly affirm and declare that the contents  
of the above affidavit are true and correct to the best of my knowledge and belief and that  
nothing has been concealed therefrom.

DEPONENT

Verified at New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



Form of contract of service under section 31 of the Act and Statute 20(2)

Memorandum of Agreement made on this .....day of .....month of  
.....one thousand nine hundred and  
.....between.....(hereinafter called employee) of the  
first part, and the Indraprastha Vishwavidyalaya being a body corporate constituted  
under the Indraprastha Vishwavidyalaya Act, 1998 (hereinafter called the University) of  
the second part.

It is hereby agreed as follows:

I. That the University hereby appoints Mr./Mrs./Ms.  
.....S/o./W/o/D/o.....permanent  
resident of ..... presently residing at  
.....on the post of ..... with  
effect from the date the said .....takes charge of the duties of  
his/her post and the said .....hereby accepts the engagement,  
and undertakes to take such part in the activities of the University and performs such  
duties in the University as may be required by and in accordance with the said Act, the  
Statutes and the Ordinances and the Regulations framed thereunder, for the time being  
in force, whether the same relate to organization of instruction or teaching, or research  
or the instruction or teaching, or research or the  
examination of students or their discipline or their welfare or any administrative,  
ministerial or manual work and generally to act under the direction of the authorities of  
the University.



7/c 64/c

It is further agreed that this engagement shall not be liable to be terminated by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4) and (5) of Statute 22 which are reproduced below:

- (1) Where there is an allegation of serious misconduct against an employee of the University, by an order in writing, place such employee, under suspension, but shall forthwith report to the Board of Management the circumstances in which the order was made, in respect of the employees for whom the Board of Management is the appointing authority.
  - (2) Notwithstanding anything contained in the terms of the contract of appointment or in any other terms and conditions of service of the employees, the Board of Management in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, as the case may be, shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on grounds of misconduct.
  - (3) Save as aforesaid, the Board of Management, or the appointing authority, as the case may be, shall not be entitled to remove any teacher, any member of the academic staff or any other employee except for a justified cause and after giving three month's notice to the person concerned or on payment of three months' salary to him in lieu thereof, if he is a permanent employee or one month notice or by paying one months salary in lieu thereof if he is a temporary employee.
  - (4) No employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken with regard to him.
  - (5) The removal of an employee shall take effect from the date on which the order of removal is made.
8. Any dispute arising out of this contract shall be settled in accordance with the provisions of section 32 of the Act which are reproduced below:
- (1) Any dispute arising out of a contract of employment between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
  - (2) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law, with the exception of section 2 thereof, shall apply accordingly.
  - (3) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed.

7/c 64/c

It is further agreed that this engagement shall not be liable to be terminated by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4) and (5) of Statute 22 which are reproduced below:

- (1) Where there is an allegation of serious misconduct against an employee of the University, by an order in writing, place such employee, under suspension, but shall forthwith report to the Board of Management the circumstances in which the order was made, in respect of the employees for whom the Board of Management is the appointing authority.
  - (2) Notwithstanding anything contained in the terms of the contract of appointment or in any other terms and conditions of service of the employees, the Board of Management in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, as the case may be, shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on grounds of misconduct.
  - (3) Save as aforesaid, the Board of Management, or the appointing authority, as the case may be, shall not be entitled to remove any teacher, any member of the academic staff or any other employee except for a justified cause and after giving three month's notice to the person concerned or on payment of three months' salary to him in lieu thereof, if he is a permanent employee or one month notice or by paying one months salary in lieu thereof if he is a temporary employee.
  - (4) No employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken with regard to him.
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  - (2) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law, with the exception of section 2 thereof, shall apply accordingly.
  - (3) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed.



- b/c *date* *etc*
- (1) The employee shall be on probation for a period of twelve months which may be extended so as not to exceed twenty four months in all.
  - (2) If the University is satisfied with the suitability of the employee for confirmation, he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation or extended probation, as the case may be.
  - (3) In case the University decides not to confirm the employee whether at the end of the twelve months' period of his/her probation or at the end of the extended period of probation, as the case may be, he/she shall be informed in writing, at least 30 days before the expiry of that period that he/she would not be confirmed and would, consequently, cease to be in the service of the University at the end of the period of his/her probation or extended probation, as the case may be.
3. That the said ..... shall be a whole-time employee of the University and unless the contract is terminated by the Board of Management or by the employee as hereinafter provided, shall continue in the service of the University until he/she complete the age of retirement as applicable.
4. That the University shall pay ..... during the continuance of his/her engagement hereunder as a remuneration for his/her services a basic pay of Rs. .... per mensem, raising by annual increment of Rs. .... to maximum basic pay of Rs. .... per mensem.

Provided that whenever there is any change in the nature of appointment or the emoluments, particulars of the change shall be recorded in the service-book of the employee, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post:

Provided further that no increment shall be withheld or postponed without the consent of the appointing authority and after the employee has been given sufficient opportunity to make his/ her written representation or as a result of a penalty imposed upon the employee.

5. That the said employee agrees to be bound by the Act, Statutes, Ordinances, Regulations and instructions of the University, as amended from time to time, provided that no change in the terms and conditions of service of the employee shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.
6. That the employee shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of universities or learned bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures, or to any other academic work with the permission of the Vice-Chancellor.



- 57C 08/06/06
- (4) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

The employee may, at any time, terminate his/her engagement by giving the Board of Management or the appointing authority, as the case may be, three month's notice in writing or by paying three month's salary in lieu thereof, if he becomes a permanent employee or one month's notice or by paying one month's salary in lieu thereof, so long as he is not a permanent employee.

10. On the termination of this engagement, from whatever cause, the employee shall deliver up to the University ~~all books, apparatus,~~ records and all other articles and material belonging to the University as may be due from him/her

In witness thereof the parties hereto affix their hands and seal.

1. Name of the Employee :

2. Signature :

In the presence of :

1. Signature

Designation

2. Signature

Designation

Signed and sealed on behalf of the University.

1. Signature

Designation

In the presence of :

1. Signature

Designation

2. Signature

Designation



3/c 62/c

5. (a) Father's name in full with aliases, if any :  
(b) Present postal address, if dead, give last address :  
(c) Permanent Home Address :  
(d) Profession :  
(e) If in Service, give designation : and official address :

6. Nationality of

- (a) Father :  
(b) Mother :  
(c) Wife / Husband :  
(d) Place of Birth of Husband/ Wife :

7. (a) Exact Date of Birth :  
(b) Present Age :  
(c) Age at Matriculation :

8. (a) Place of Birth :  
(b) District and State in which situated :  
(c) District and State to which you belong :

9. (a) Your Religion :  
(b) Are you a member of SC/ST : Answer Yes or No and if the answer is Yes, to state the name thereof :

10. Details of family members including brothers/sisters.

S. N.	Name	DOB and Age	Relationship	Occupation	Monthly income	Remarks
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2/c 28/11/16

11. Educational Qualifications showing the places of Education with years in Schools and College since 16<sup>th</sup> Years of Age

Name of School/College with full address	Date of entering	Date of leaving	Examination passed
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12. If you have at any time been employed, give details :

Designation of post name/ or description of work	Period From-----To	Full address of the office/ firm/organization.
1	2	3
		4

13. Have you ever been prosecuted or kept under detention or bound down/fined, convinced by a court of law for any offence? If any case is pending against you in any court of law at the time of filling up this attestation form? If answer is 'Yes', full particulars of the case, detention, fine conviction, sentence, etc. should be given.

14. Name of the two responsible persons of your locality or two references to whom you are known.

1.	Name	Address
2.	Name	Address

#### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances, which might impair my fitness for employment under the Government.

Date :

Place :

Signature :

Name of employee :

Designation :

Branch/School :

Full address with Mobile No. :

IDENTITY CERTIFICATE  
(Certificate to be signed by any one of following)

1. Gazetted officers of Central or State Govt.
2. Member of parliament or State Legislature
3. Non- Gazetted Sub-Divisional Magistrate/Officer.
4. Tehsildar or Naib/Deputy Tehsildars authorized to exercise Magisterial powers.

Certify that I have known Sh./ Smt./ Kin..... for the  
Son/Daughter/Wife of Shri..... last ..... months and  
that to the best of my knowledge and belief, the particulars furnished by him/her are correct.

Place :

Signature.....

Date :

Designation.....

Address.....

TO BE FILLED IN BY THE OFFICE

1. Name, designation and full address of the appointing authority
2. Post for which the candidate is being considered.

WARNING

1. All answers must be given in words and not by dashes or dots.
2. Do not leave any column/Sub-column unanswered.
3. Do not forget to give full and complete information in Col. 3(B) if applicable in your case otherwise state 'NOT APPLICABLE'
4. In column 1 and 5(a) give full names (with expanded initials).
5. Column 4 is applicable to all individuals. The information required must cover the period of five years. The information called for therein cannot be 'NIL.' Not applicable in any case.
6. In column 11, furnish full and complete details, if applicable.
7. In column 12, there are 3 questions, which must be answered separately. Answer must be either 'Yes' or 'No', do not say 'Not Applicable'.
8. Identity Certificate appended on page 3 will not be accepted if signed by the authorities other than that as mentioned in the S. No. 1 to 4.
9. Do not forget to append your signatures at the appropriate place after Column 13.
10. Please ensure that the Officer signing the Identity Certificate has indicated therein the period for which he knows you.
11. All entries must be checked to ensure that the Attestation Form has been completed in all respects. Incomplete forms have to be returned to candidates again which entries entails delay and unnecessary correspondence.