



महात्मा गाँधी केन्द्रीय विश्वविद्यालय Mahatma Gandhi Central University

(A Central University established by an Act of Parliament)
Dr. Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari,
District- East Champaran, Bihar- 848401 (INDIA)
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APPLICATION FOR THE COUNTING OF PAST SERVICES		
Name of Faculty:		
Designation:		
Department or Centre:		
The Committee shall take decisions for counting of past services on the basis of above conditions for which the aggrieved members are requested to furnish all documents required in support of past services to be enclosed in prescribed format.		
S.NO.	PARTICULARS	ENCLOSURES NO.
1.	Essential Qualification of the post (s) held for which counting of past services is demanded. A certificate may be enclosed to the effect that the qualifications of the post held were not lower than as prescribed by UGC from time to time for Assistant Professor/Associate Professor/ Professor (Highlight deviation if any) (Enclose the copy of Advertisement).	
2.	Grade or pre-revised scale of pay (enclose copy of the appointment letter/service book/ last pay certificate mentioning one of the following (UGC pay scales/grade pay of your previous service)	
3.	Proof that the candidate for direct recruitment has applied through proper channel only	
4.	Certificate from the previous employer to the effect that, "the post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions for such appointments.	
5.	Certificate or proof that the appointment against Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) fulfils the following criteria: i. The essential qualifications of the post held was not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be ii. The incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university; iii. The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and iv. The previous appointment was not as guest lecturer for any duration	
6.	For counting of past services as Research Associate (RA) or Post Doctoral Fellow: Please enclose proof/certificate that: ● The candidate has performed duties corresponding to an Assistant Professor/ was appointed through selection committee as per rules of the respective institution/ and was drawing a monthly gross salary not less than the monthly gross salary of an Assistant Professor.	
7.	Any other document	

* Please attach separate forms for each instance of change in service, if the services are continuous/without break. The evidences of actual salary drawn may please be enclosed to expedite the process.

Signature of the Applicant

Forwarded by Head

Forwarded by Dean