

MAHATMA GANDHI UNIVERSITY

No.Ad.AI-1- 370/2016

Dated, Priyadarsini Hills 18.08.2016

C I R C U L A R

Sub: Preparation of Panel of Assistants, who have passed the Account Test/
Secretariat Manual Test held in January 2016 – details called for – reg.

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All Assistants who have passed the Account Test and the Secretariat Manual Test held in January 2016, are directed to intimate the following details to Ad.AI Section for the preparation of panel of Assistants to be considered for promotion to the post of Senior Grade Assistants, as and when vacancy arises.

1. Date of joining in Mahatma Gandhi University Service :
(in the post of Assistant)
2. Details of passing the Account Test :
(Month, Year and Register Number)
3. Details of passing the Secretariat Manual Test :
(Month, Year and Register Number)
4. Date of declaration of probation :
(Photocopy of the U.O. to be attached)

It is also directed to submit the original certificates in proof of having passed the Examinations.

The details required shall be intimated to the Ad. AI Section on or before **31.08.2016**.

Sd/-
JOINT REGISTRAR IN-CHARGE OF
REGISTRAR

To

1. All Sections/Departments/Schools
2. Regional Centres
3. Notice Board
4. SF/FC

FORWARDED/BY ORDER

SECTION OFFICER