



MAHATMA GANDHI UNIVERSITY, KERALA

No. 29563/AD A1-1/2021/AD A1

Dated: 01.02.2021

CIRCULAR

Sub:- Establishment - Option to non-teaching posts in the APJ Abdul Kalam Technological University - Willingness- Called for - Reg.

Ref :- Notification No. KTU-PATOREGISTRAR/43/2021 dated 28.01.2021

The APJ Abdul Kalam Technological University vide reference cited, has invited options for appointment to 4 different categories of non-teaching posts from persons holding similar posts in 6 Universities of the state. Accordingly, non-teaching employees of this University [belonging to the 4 categories as given below] who are willing to get appointment on option basis to the APJ Abdul Kalam Technological University shall submit application for option at the Ad.A1 section **in the specified option form, as appended herewith, on or before 05.02.2021, 4.45 p.m.**

Name of option posts

1. Joint Registrar
2. Deputy Registrar
3. Assistant Registrar
4. Clerical Assistant

Sd/-

Dr. Prakash Kumar B.
Registrar

To

1. All Sections / Schools / Departments / Centres
2. PS to Vice Chancellor / Pro-Vice Chancellor
3. PA to Registrar / Finance Officer / Controller of Examinations
4. Assistant Registrar / Deputy Registrar / Joint Registrar
(Administration/Finance/Academic/Exam)
5. PRO / Content Management Section / IQAC/ Records
6. Stock File

Approved for Issue

SECTION OFFICER

ANNEXURE 1**APJ ABDUL KALAM TECHNOLOGICAL UNIVERISTY
THIRUVANATHAPURAM****OPTION FORM**

| S. No | Particulars | |
|--------------|--|---|
| 1 | <i>Name of the Post to which option is exercised (In capital letters)</i> | : |
| 2 | <i>Name of the Applicant (In capital letters)</i> | : |
| 3 | <i>Name of the parent University</i> | : |
| 4 | <i>Post held in the parent University (as on the date of Notification)</i> | : |
| 5 | <i>Pay & Scale of pay of the Post cited in S.No.4</i> | : |
| 6 | <i>Date of commencement of continuous service in the parent University</i> | : |
| 7 | <i>Date of joining in the post mentioned in Item No.4</i> | : |
| 8 | <i>Date of Birth: DD/MM/YY</i> | : |
| 9 | <i>Permanent Address with Pincode</i> | : |



| | | |
|----|---|--|
| 10 | Address for Communication with : Pincode | |
|----|---|--|

11. Details of Service (from the Continuous appointment)

| S. No | Name of the University/ Institution | Post Held | Period | | Scale of pay |
|-------|-------------------------------------|-----------|--------|----|--------------|
| | | | From | To | |
| | | | | | |

DECLARATION

I,.....holding the post of.....
in the pay scale of Rs.....in.....University
do hereby opt to be considered for appointment in the APJ Abdul Kalam
Technological University as.....in the scale
of pay Rs..... If appointed, I am willing to serve anywhere
in the State of Kerala as the jurisdiction of the University is statewide. My lein in
my Parent University would stand terminated from the date of regularization in
the APJ Abdul Kalam Technological University service. I further certify that I
would be bound by the conditions of Option fixed by the APJ Abdul Kalam
Technological University.

Dated Signature with Name & Designation



CERTIFICATE FROM THE REGISTRAR

Certified that Sri/ Smt..... is
presently working asas on the date of
Notification in this University and that his service particulars given above are
correct. Also certified that if Sri/ Smt.....is
appointed in the APJ Abdul Kalam Technological University, he/she would be
relieved from this University and his/her lein in the University terminated upon
regularization in the APJKTU service.

(Seal)

Dated Signature with Name & Designation

