

OFFICE OF THE REGISTRAR
(ADMINISTRATION SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

Date 25.06.2014

OFFICE MEMO

On the recommendation of the General Selection Committee held on 21.06.2014, the Vice-Chancellor has approved the appointment of Dr. (Mrs.) Saba Hasan as Head Mistress, AMU ABK High School in the Pay Band of Rs. 9,300-34,800 with Grade Pay of Rs.4600/-plus allowances as admissible under the rules on probation for a period of one year, with effect from the date she joins her duties.

She will be governed by the Newly Defined Contribution Pension Scheme as adopted and implemented by the University vide Office Memo No. (c) /148 dated 08.02.2005.

According to the University rules she is required to produce a physical fitness certificate from a Registered Medical Graduate not below the rank of Civil Surgeon or from the Director, University Health Service, AMU, Aligarh.

She will be governed by the terms and conditions of the services of Non-Teaching employees as approved by the Executive Council under its Resolution No.18 dated 08.04.1972 and as amended from time to time.

Under the general directives of the Executive Council, the above candidate is required to join her duties within four months from the date of issue of this Office Memo, failing which the offer of appointment will be cancelled.


(MD. ARIFUDDIN AHMED)
DEPUTY REGISTRAR
(ADMINISTRATION - NT)

No. Admin/ED/ 1016 / NT

Dated: -25.06.2014

SPEED POST

Dr. (Mrs.) Saba Hasan
G-8, Farroq Residency, Near Jamia Urdu
Sir Syed Nagar, Aligarh-202002

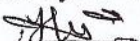
No. Admin/LD/ 3567/NT/SAQ/GF-02

Dated: -25.06.2014

Copy to:-

1. Manager/Coordinator, AMU Schools
2. Deputy Registrar (SB & PS)/ (Records) along with application form GSC report and approval of the VC);
3. Deputy Finance Officer (Salary / Budget/ PR Cell) / I.A.O.
4. Assistant Registrar (VC/ PVC's Secretariat) / SC
5. Sr. P.A. to Registrar/ P.S. Officiating Finance Officer;
6. Statistical Cell, Registrar's Office;
7. Mr. Sagheer Ahmad, Administration Section-NT;
8. Guard File.


DEPUTY REGISTRAR
(ADMINISTRATION-NT)


25/6/14