

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

Date 29.12.2014

OFFICE MEMO

On the recommendation of the General Selection Committee held on 01.12.2014, the Vice-Chancellor, under the authorization given by the Executive Council at its meeting held on 07.09.2006 under item No.14, has approved the appointment of Dr. Naheed Perwin as Medical Officer in the University Health Service, against the post of Medical Officer vacated by (Late) Dr. Jacob Kurian in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400/- 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.


Under 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 Chief Medical Officer, University Health Service of this University.

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

In terms of the standing orders of the Vice-Chancellor as communicated vide Office Memo No. D. 1061/PF dated 08.03.2014, she is directed to fill up the application for registration of Permanent Retirement Account Number (PRAN) at the time of joining. No joining report will be entertained without duly filled application form of PRAN. The CMO Incharge, UHS is requested to ensure compliance and send joining report of the employee concerned with duly filled application form of PRAN to AFO (Salary).

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.

Dr. Naheed Perwin may please join duty as early as possible and let this office know the tentative date of her joining.


(MD. SERAJ AHMAD QUADRI)
ASSISTANT REGISTRAR
(ADMINISTRATION - NT)
M. H. H. Dated: - 29.12.2014

No. Admin/ED/ 1099 /NT

SPEED POST


Dr. Naheed Perwin,
C/o Dr. Syed Suhail Amin
H.No. A-117, Safina Apartment,
Medical Road, Aligarh

No. Admin/LD/ 7724/NT/AA/GF-02

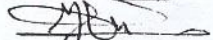
Dated: - 29.12.2014

Copy to:-

1. CMO Incharge, University Health Service;
2. Deputy Registrar (SB & PS /SC/Record along with application form GSC report and approval of the VC);
3. Deputy Registrar (Councils to report to EC);
4. Deputy Finance Officer (Salary /Budget/P.R. Cell);
5. Assistant Registrar (VC/ PVC's Secretariat/ Executive)/ Sr. P.A. to Registrar;
6. Statistical Cell, Registrar's Office;
7. Mr. Sagheer Ahmad, Administration Section-NT/ Guard File.


ASSISTANT REGISTRAR
(ADMINISTRATION - NT)

M. H. H.


29/12/14