

**National University**  
of Computer & Emerging Sciences

**LOWER STAFF PROMOTION  
(PERFORMANCE BASED) PROFORMA**

<b>SECTION-1 (TO BE FILLED BY CAMPUS-HR)</b>						
Emp Name			Emp ID			
Campus			DOJ			
Designation			Department			
Current Pay						
Initial Appointment dd-mm-yyyy			Current Position dd-mm-yyyy			
<b>SECTION-2 (ACADEMICS) (TO BE FILLED BY CAMPUS-HR)</b>						
Highest Qualification & Specialization	Start		End		University/ Institute	% age /Grade Marks/CGPA
	Month	Year	Month	Year		
<b>SECTION-3 (JOB EXPERIENCE SUMMARY) (TO BE FILLED BY CAMPUS-HR)</b>						
NU (mm-yy)		Others (mm-yy)		Total (mm-yy)		
<b>SECTION-4 (REPORTING OFFICER)</b>						
Remarks						
Recommended Salary (Rs)						
Name		Date		Signature		
<b>SECTION-5 (DIRECTOR)</b>						
Director's Comments						
Suggested Salary (Rs)						
Name		Date		Signature		
<b>SECTION-6 (RECTOR)</b>						
Approved <input type="checkbox"/>			Not Approved <input type="checkbox"/>			
Reason for Refusal (If any)						
New Pay (Rs)			Effective Date			
Name		Date		Signature		
<b>SECTION-7 (NUCES-HQ, HR)</b>						
NUMUN updated by		Date		Signature		