

# National University

of Computer & Emerging Sciences

## STAFF PROMOTION/SALARY REVISION (QUALIFICATION IMPROVEMENT) PROFORMA

<b>SECTION-1 (TO BE FILLED BY CAMPUS-HR)</b>					
Emp Name				Emp ID	
Campus				DOJ	
Designation				Department	
Current Pay					
Initial Appointment <b>dd-mm-yyyy</b>				Current Position <b>dd-mm-yyyy</b>	
Required documents	i) Updated Resume ii) Degree/Degree Completion Certificate and Transcript (Final) on University Stationary iii) Two recently taken photographs (size 4 cm x 6 cm)				
<b>SECTION-2 (ACADEMICS) (TO BE FILLED BY CAMPUS-HR)</b>					
Qualification & Specialization	Start		End		University/ Institute
	Month	Year	Month	Year	% age /Grade Marks/CGPA
<b>Qualification attained</b>					
<b>Previous Qualification (Induction time)</b>					
<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	