

Ref. No. AA/VI-RAC/Draft Advt. (T)/ 1370

Dated: 31-01-2019

**The Heads of the Departments
The Deans of the Faculties
The Directors of Institutes
The Coordinators of the Schools
The Principal, MMV
Banaras Hindu University**

Sir/Madam,

As you are aware that the University is under process for release of advertisement related to vacant teaching posts and in order to compile the details of the vacancies your kind cooperation in timely submission of the data is solicited.

Therefore, you are kindly requested to send the draft advertisement of the vacancies arising as on July 1, 2019, considering the cases availing the benefit of Academic Session till June 30, 2019 in respect of Professors/Associate Professors/Assistant Professors, as the case may be.

The required information may reach the office of the undersigned latest by **15th of February, 2019** through the PPC of the Department duly approved by the Dean and Director of your Faculty/Institute on the accompanied format.

This may kindly be treated as **MOST URGENT**.

Yours faithfully,


(Dr. Sumita Chandra)
Joint Registrar
(Recruitment & Assessment Cell)

Encl: As above.

Copy forwarded for information & necessary action to the following:

1. The Vice-Chairman, IQAC, BHU
2. The Secretary to the Vice-Chancellor, BHU

BANARAS HINDU UNIVERSITY
PROFORMA FOR SENDING DRAFT ADVERTISEMENT

1.	Designation of the post (with specialisation, if any)	:	
2.	Grade:		
3.	Reference to Budget-Revenue/Plan Post (Details of establishment)	:	
4.	Reason of vacancy (State the name of the previous incumbent)	:	
5.	Nature of Vacancy -Permanent/temporary likely to be made permanent		
6.	Qualifications possessed by previous incumbent		
	(a) Essential :		
	(b) Specialisation:		
7.	Advertisement Number at the time of appointment of previous incumbent	:	
8.	Qualifications required		
	(a) Essential :		
	(b) Desirable :		
9.	Whether the qualifications have been approved by the Policy and Planning Committee of the Department as per Ordinance 3 (d) governing "PPC"	:	
10.	Whether any desirable qualifications has been sanctioned by the Govt. of India/UGC on the recommendation of the Visiting Committee or any other Committee	:	
11.	Whether if any qualifications/ specialisation and other conditions were laid down for the post by the Govt./UGC while sanctioning the grant	:	
12.	Whether the post advertised earlier, if so, reference to the advertisement	:	
13.	Temporary arrangement, if any, made to fill up this post (state name of the person, salary and grade)	:	
14.	Remarks, if any :		

PPC Members

(Head of the Department)

(Dean of the Faculty)

(Director of the Institute)