



# Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

## શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી, ગોધરા

(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

No. SGGU/ESTA/NT/2022/13915

Date : 21/10/2022

### **EMPLOYMENT NOTICE**

**ADVERTISEMENT NO.01/2022**

Shri Govind Guru University, Godhra invite applications for the following Post in Prescribed Performa from the Qualified Citizens of India.

| Sr. No. | Name of Post        | No. of Post | Category | Pay + Grade Pay  |
|---------|---------------------|-------------|----------|--|
| 1       | Assistant Registrar | 1           | General  | Rs. 9300 - 34800 + 5400  |
| 2       | Junior Clerk        | 1           | General  | Rs. 5200 - 20200 + 1900<br>(Rs. 19950/- fix salary for first five years) |

Application form, details of essential qualifications, experiences, pay scale, general terms and conditions etc. downloaded from the University website [www.sgggu.ac.in](http://www.sgggu.ac.in). Last date for to submit the application with all relevant testimonials on or before : 21/11/2022 to "The Registrar, Shri Govind Guru University, Govt. Polytechnic Campus, RTO Road, Gadukpur, Godhra, Panchmahals - 389001"

Shri Govind Guru University, Godhra reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.

Place : Godhra  
Dated : 21/10/2022

Sd/-  
I/c REGISTRAR



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Details of Minimum Qualification and Experience required for the various posts are given below:

|    |   |
|----|---|
| 1. | <p><b>Assistant Registrar :-</b></p> <p><b>Pay Scale + GP :</b><br/>Rs. Rs. 9300 - 34800 + 5400</p> <p><b>Minimum Qualifications :</b></p> <p>I. Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale along with Good Academic Record.</p> <p>II. Desirable : At least five years of experience in Administration/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs, preferable in a University, Government / Semi Government / Research Organization / Public Undertaking.</p> <p><b>Age limit :</b><br/>40 years (Age relaxation shall be applicable as Government of Gujarat rules)</p>   |
| 2. | <p><b>Junior Clerk :-</b></p> <p><b>Pay Scale + GP :</b><br/>Rs. 5200 - 20200 + 1900<br/>(Rs. 19950/- fix salary for first five years)</p> <p><b>Minimum Qualifications :</b></p> <p>I. A Bachelor's Degree of any universities established or incorporated by or under the central or state act in India</p> <p>II. Good working knowledge of computer applications.</p> <p>II. Desirable : Three years of experience in Administration/ Affiliation/ Accounts/ Secretarial work/ Legal Matters/ Academic and Examination affairs in a University, Government / Semi-Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.</p> <p><b>Age limit :</b><br/>35 years (Age relaxation shall be applicable as Government of Gujarat rules)</p> |



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### **GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES**

***Please read the instructions given below carefully before applying***

1. Visit the University website [www.sgggu.ac.in](http://www.sgggu.ac.in) Click on the field “Recruitment” available at right side of the corner of home page.
2. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
3. Processing fees of Rs. 1000/- (For General Category candidates) and Rs. 350/- (For Reserved Category candidates) The fee is non-refundable/non-transferable in any case.
4. Before submitting the hard copy of application form, you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
5. Please make sure that all entries in this form are enter neatly and legibly
6. Candidates must give their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an E-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
7. The candidate is required to submit the following documents [self-attested] with the application form as separate annexure.
  - i. School leaving certificate.
  - ii. Certificates of Educational Qualifications.
  - iii. Experience Certificates including appointment and relieving letter and Proof of Grade Pay to be provided. (if applicable)
  - iv. NOC of present employer (if applicable)
  - v. Any other documents, if necessary, in support of any claim.
8. The time taken by the candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to stake claim for appointment.
9. Requirement of experience wherever mentioned in this advertisement shall mean post qualification experience only.
10. INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED
11. The application form should reach the Registrar on or before Dt. 21/11/2022. Applications form received after the last date shall stand rejected automatically.
12. Fees once paid shall not be refunded in any circumstances.
13. Candidates already in service must submit their applications (hard copy) **through proper channel**. In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit advance copy of the application along with fees payable and all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received



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by the University on or before last date mentioned, the applicant will have to submit a '**NO OBJECTION CERTIFICATE**' from his/her employer to the University at the time of interview failing which he/she shall not be interviewed.

14. The Candidates Selected for the post shall be required to serve at any place notified as the Campus of Shri Govind Guru University
15. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
16. Appointment of Assistant Registrar is permanent and the appointment will be on 1 year probation basis which carry D.A., H.R.A. and benefit of newly defined contributory pension scheme/pension Scheme inclusive of Family Pension / Gratuity and General Provident Fund /Contributory Provident Fund as the case may be prescribed by the University/Government of Gujarat from time to time
17. Appointment of Junior Clerk is Fixed pay for first five years as per State Govt. policy as may be amended from time to time with prevailing terms and condition and on completion of Five years with satisfactory work he/she shall be posted in the regular Pay + Grade Pay at initial stage.
18. The selected candidates shall be appointed under written contract.
19. Age of superannuation is as per Govt. of Gujarat Rules.
20. Relaxation of 5% marks (from 55% to 50% without rounding off) shall be provided in the eligibility criteria to the SC/ ST/ PH/ SEBC candidates as per the Government of Gujarat Rules.
21. In view of the Government Resolution of General Administrative department bearing No. CRR/11/2021/450900/G.5, Dated 29/09/2022, age relaxation of 1 (one) year in upper age limit in the instant recruitment process. For Category of SC/ST/SEBC/EWS/Women Maximum Age Relaxation is 45 Yrs.
22. Candidates who are in service of a recognized University of Gujarat Government will be eligible for relaxation of three years in upper age limit in favor of candidates.
23. The candidate should have passed the Course on Computer Concept (CCC) exam as per Government of Gujarat rules.
24. Candidates who are already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her.
25. Person serving and willing to be considered for appointment on deputation basis can also apply.
26. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement, Suppression of factual information , supply of fake documents, providing false or misleading information or any other undesirable action by



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the candidates shall lead to cancellation of his candidature . In case, it is detected at any point of time in future even after appointment that the candidates were not eligible as per the prescribed qualification, experience etc. Which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this case.

27. The selected candidates will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
28. The service condition of selected candidate will be governed by the provision of Act, Statutes & Ordinance of this University.
29. The selected candidates including in-service candidates shall be governed by the Act / Statutes / Ordinance / Regulations / Rules of the University / State Govt. as amendment from time to time and any other Rules / Resolution prescribed specifically for maintaining the conduct of the employees by the University.
30. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her application, he/she not to allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
31. (i) The University reserve the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy may be filled up from the panel of that post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of state government approval.  
(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.  
(iii) The University reserves the right to reject any application without assigning any reason thereof.
32. Interim enquiries shall not be entertained.
33. Canvassing in any form shall disqualify the candidature of candidate.
34. Applicants are required to apply on separate form for each post. Each application without the required application fee by way of demand payee draft shall be rejected. Cheque(s)/Cash/IPO shall not be accepted under any circumstance.
35. No TA/DA shall be paid to the candidates for attending the interview/exam. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/bus fare by shortest route on production on tickets.



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36. Application shall summarily reject without necessary supporting documents, duly self-attested clear Xeroxed copies of degree certificate/marks sheet/experience certificate/category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
37. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the application.
38. If the space provided in application form is insufficient may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
39. Candidates are advised to attach duly signed list of enclosures with the application letter.
40. The University will not be responsible for any postal delay.
41. Candidates in their own interest are advised to remain in touch with the University website [www.sgggu.ac.in](http://www.sgggu.ac.in) they should also regularly check university website for updates/ corrigendum if any. Issuance of notifications in the newspaper is not obligatory on the part of University.
42. Any change of postal address given in the application form should at once be communicated to the University.
43. In case of any dispute, any suite or legal proceeding by or against the university. Courts within whose local jurisdiction, Headquarter of the University is Situated shall have the jurisdiction.
44. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.
45. For the post of Assistant Registrar the University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
46. For the post of Junior Clerk the University reserves the right to call the candidates for Computer Proficiency Test to a reasonable number on the basis of skill/written/screening exam immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for skill/written/screening exam.
47. For Written exam syllabus and exam pattern with marking/proficiency test marks will be declared on the website.
48. The envelope should be superscribed as "Application for the post of .....". Application send through Speed Post/Registered Post (RPAD/RPP) only.
49. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine



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antecedents/background and has suppressed the said information, his services shall be liable to be terminated.

50. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate including termination of appointment.
51. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
52. University, Godhra reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.

### MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 Gujarat**
2. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
3. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of applications.
4. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Place : Godhra  
Dated : 21/10/2022

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| Application Form for Non-Teaching Posts  |   |   |
|--|---|---|
| Advertisement No: 01/2022<br>Last Date of Receipt of Application Form: Dt.21/11/2022 | Registration No:<br>(For Office use Only) | Paste your recent passport size Photograph here |

### Details of Bank Payment

| DD Number & Date | Amount | Name of the Bank | DD issuing Branch's Name |
|------------------|--------|------------------|--------------------------|
|                  |        |                  |                          |

1. Name of the Post Applied for: \_\_\_\_\_

### 2. Personal Details:

|  | First Name   |       |      | Middle Name                     | Surname |        |
|--|--|-------|------|---------------------------------|---------|--------|
| (a) Name (in capital letters)  |  |       |      |                                 |         |        |
| (b) Date of Birth  | Day  | Month | Year | Age as on date of Advertisement | Years   | Months |
|  |  |       |      |                                 |         |        |
| c) Father's Name   |  |       |      |                                 |         |        |
| d) Mother's Name   |  |       |      |                                 |         |        |
| e) Nationality   |  |       |      |                                 |         |        |
| f) Gender  |  |       |      |                                 |         |        |
| g) Religion  |  |       |      |                                 |         |        |
| h) Community/Category  | GEN / SC / ST / SEBC / EWS Other categories: _____<br>If other Categories give details _____ |       |      |                                 |         |        |
| i) Marital Status  | Married/ Unmarried   |       |      |                                 |         |        |
| j) If physically disabled indicate the relevant particulars                                    | If applicable write "Yes"  |       |      | Percentage of Disability        |         |        |
| i) Blindness or Low Vision   |  |       |      |                                 |         |        |
| ii) Hearing impairment   |  |       |      |                                 |         |        |
| iii) Locomotors Disability or Cerebral Palsy(includes all cases of Orthopedically Handicapped) |  |       |      |                                 |         |        |
| k) Present Postal Address with Pin Code  |  |       |      |                                 |         |        |
| E-mail:  |  |       |      |                                 |         |        |



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|                             |  |
|-----------------------------|--|
| Mobile Phone Number:        |  |
| Telephone No with STD Code: |  |
| UID No.                     |  |

### 3. Educational Qualifications attach additional pages if required)

| Name of the Course                    | Name of the Board/University | Month & Year Passed | % of Marks | Aggregate Marks | Subjects Studied |
|---------------------------------------|------------------------------|---------------------|------------|-----------------|------------------|
| 10 <sup>th</sup> Class/<br>Equivalent |                              |                     |            |                 |                  |
| 12 <sup>th</sup> Class/<br>Equivalent |                              |                     |            |                 |                  |
| Bachelor's<br>Degree                  |                              |                     |            |                 |                  |
| Master's<br>Degree                    |                              |                     |            |                 |                  |
| M.Phil.                               |                              |                     |            |                 |                  |
| Ph.D.                                 |                              |                     |            |                 |                  |
| Any other                             |                              |                     |            |                 |                  |

Indicate whether Ph.D. degree has been awarded: Yes / No

|  |                      |                    |                      |
|--|----------------------|--------------------|----------------------|
| in case Yes<br>please submit<br>the followings | Date of Registration | Date of Submission | Date of Notification |
|--|----------------------|--------------------|----------------------|

4. Whether Ph.D. Degree has been awarded in accordance with the provisions of UGC (Minimum Standards & Procedures for award of M.Phil., Ph.D. Degree) Regulations 2009.

Yes / No  
(In case of yes please enclose necessary certificate)

### 5. Experience: (use separate sheet is space in-sufficient)

| Designation &<br>Scale of Pay | Name &<br>Address of<br>the Employer | Nature of Employment<br>(permanent/Temporary<br>/Contract/<br>Others(specify) | Period Of Experience |    | Nature of<br>work/duties |
|-------------------------------|--------------------------------------|---|----------------------|----|--------------------------|
|                               |                                      |   | From                 | To |                          |
|                               |                                      |   |                      |    |                          |
|                               |                                      |   |                      |    |                          |
|                               |                                      |   |                      |    |                          |
|                               |                                      |   |                      |    |                          |
|                               |                                      |   |                      |    |                          |
|                               |                                      |   |                      |    |                          |



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|  |              |               |
|--|--------------|---------------|
| <b>6. Total Period of Experience (Please ensure that the period of Teaching &amp; Research experiences claimed do not overlap)</b> |              |               |
| a)Teaching   | No. of Years | No. of Months |
| i) Under Graduation Level  |              |               |
| ii) Graduation Level   |              |               |
| iii) Post-Graduation Level   |              |               |
| b) Post-Doctoral: Teaching/ Research   |              |               |

|  |                 |               |                          |   |
|--|-----------------|---------------|--------------------------|---|
| <b>7. Publications, if any, in last five years (Mention here only numbers. The details of copies of reprint be enclosed)</b> |                 |               |                          |   |
| Publications   | Published (No.) | ISBN/ISSN No. | Accepted/ In Print /No ) | Communicated (other than published/ Accepted) |
| Books Research Paper   |                 |               |                          |   |
| Books (edited)/ Chapter in Book  |                 |               |                          |   |
| Articles   |                 |               |                          |   |
| Conference Proceedings   |                 |               |                          |   |

|   |               |                |
|---|---------------|----------------|
| <b>8. Seminars/Conferences etc.</b>   |               |                |
|   | In India (No) | In Abroad (No) |
| Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Organised</b>                                       |               |                |
| Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Participated as per Paper Contributor/Presenter</b> |               |                |
| Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Attended Only</b>                                   |               |                |

|   |                    |                 |                |
|---|--------------------|-----------------|----------------|
| <b>9. Membership in Professional Body</b> |                    |                 |                |
| Name of the Organization                  | Annual Member ship | Life Membership | Membership No. |
|   |                    |                 |                |
|   |                    |                 |                |
|   |                    |                 |                |

|                             |                      |   |                       |                 |
|-----------------------------|----------------------|---|-----------------------|-----------------|
| <b>10. Present Position</b> |                      |   |                       |                 |
| Designation                 | Name Of Institutions | Type Of Institutions (Govt., Autonomus Body, Self Financing, Private, NGO, Others (Specify) | Basic pay & Pay Scale | Date Of Joining |
|                             |                      |   |                       |                 |



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| 11. References (Three) |              |              |              |
|------------------------|--------------|--------------|--------------|
|                        | References-1 | References-2 | References-3 |
| Name                   |              |              |              |
| Address                |              |              |              |
| E-Mail                 |              |              |              |
| Mobile No.             |              |              |              |

|  |  |
|--|--|
| 12. Are you willing to accept the minimum initial pay in the grade?<br>if not, state reasons for claiming higher starting pay. |  |
| 13. Time Required to join, If offer of appointment will issued?  |  |

### 14. List of Enclosure:

- |          |          |
|----------|----------|
| 1. ....  | 2. ....  |
| 3. ....  | 4. ....  |
| 5. ....  | 6. ....  |
| 7. ....  | 8. ....  |
| 9. ....  | 10. .... |
| 11. .... | 12. .... |
| 13. .... | 14. .... |



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### Declaration

I ..... Son/Daughter of.....  
hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection committee and during my entire carrier, my candidate/appointment may be cancelled by the University

Date:

Place:

Signature of the Applicant

Name {in block letters):

(Application not signed by the  
candidate liable to be rejected)

### Endorsement by the Employer:

(The endorsement below is to be signed & Forwarded by the Head of the Institution /Employer of the organization/  
institution in the case of the in-service candidate)

### Forwarded to Shri Govind Guru University Godhra.

The applicant Dr /Mr /Mrs./Ms. .... who has submitted this  
application for the post of ..... in the SGGU has been working in this  
organization namely ..... in the post of  
..... in a the temporary/contract/permanent capacity with effect from  
..... in the scale of pay of Rs. ....  
He / She is drawing a basic pay of Rs. ....

Further, it is certified that the applicant has requisite qualifications experiences as per the post advertised. No  
disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is  
no objection for his/her application being Considered by the SGGU

Signature of Forwarding Officer

Name: .....

Designation: .....

Place: .....

Date: .....

Seal