**all india institute of speech and hearing**

**Personnel Section**

Monthly Report for the Month of …………

**Posts Notified**

Post & Pay Scale

No. of Vacancies

Notification No. & date

**Receipt & Scrutinization of Applications**

Post & Pay Scale

Notification no. & date

No. of Applications received

No. of Applications rejected

No. of candidates

Shortlisted for interview/test

**Written/Skill Tests held**

Post & Pay Scale

Notification No. & date

Date of Test

No. of candidates attended

**Interview held**

Post & Pay Scale

Notification No. & date

Date of Interview

No. of candidates attended

**Staff Recruited / Joined**

Name, Designation & Pay Scale

Employment Notification No. & date

Date of Test/ Interview

Date of Joining

**Probation Declaration / Confirmation**

Name, Designation & Department

Date of Joining

Date of probation declaration/confirmation & Order no.

**Promotion**

Name, Designation & Pay Scale

Promoted post & pay scale

Date of promotion and Order no.

Category of Promotion (APS, Regular etc)

**Retirement/Superannuation**

Name, Designation & Department

Date of Joining Service

Date of Superannuation/Retirement

**Permanent Staff as on date**

Group

Group A

Group B

Group C

MTS

Faculty

Technical

Administrative

Total

**Teaching Staff as on date**

Category

Lecturer

Reader

Professor

Permanent

Contract

**Contract Staff as on date**

Category

Number

**Staff Completed Twenty Five Years Service**

Name & Designation

**Any Other**

Sd/

Head of the Section