**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**Personnel Section**

**----------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Monthly Report for the Month of….**

1. **Posts Notified**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Post & Pay Scale** | **No. of Vacancies**  | **Notification No. & date** |
|  |  |  |  |

1. **Receipt & Scrutinization of Applications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Post & Pay Scale** | **Notification no. & date** | **No. of Applications received**  | **No. of Applications rejected** | **No. of candidates****Shortlisted for interview/test**  |
|  |  |  |  |  |  |

1. **Written/Skill Tests held**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Post & Pay Scale** | **Notification No. & date** | **Date of Test**  | **No. of candidates attended** |
|  |  |  |  |  |

1. **Interview held**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Post & Pay Scale** | **Notification No. & date** | **Date of Interview**  | **No. of candidates attended** |
|  |  |  |  |  |

1. **Staff Recruited / Joined**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name, Designation & Pay Scale** | **Employment Notification No. & date** | **Date of Test/ Interview**  | **Date of Joining** |
|  |  |  |  |  |

1. **Probation Declaration / Confirmation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name, Designation & Department** | **Date of Joining** | **Date of probation declaration/confirmation & Order no.** |
|  |  |  |  |

1. **Promotion**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name, Designation&Pay Scale** | **Promoted post & pay scale** | **Date of promotion and Order no.** | **Category of Promotion (APS, Regular etc)** |
|  |  |  |  |  |

1. **Retirement/Superannuation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name, Designation&Department** | **Date of Joining Service** | **Date of Superannuation/Retirement** |
|  |  |  |  |

1. **Permanent Staff as on date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group** | **Faculty** | **Technical** | **Administrative** | **Total** |
| Group A |  |  |  |  |
| Group B |  |  |  |  |
| Group C |  |  |  |  |
| MTS |  |  |  |  |
| Total |  |  |  |  |

1. **Teaching Staff as on date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Permanent** | **Contract** | **Total** |
| Lecturer |  |  |  |
| Reader |  |  |  |
| Professor |  |  |  |
| **Total** |  |  |  |

1. **Contract Staff as on date**

|  |  |
| --- | --- |
| **Category** | **Number**  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

1. **Staff Completed Twenty Five Years Service**

|  |  |
| --- | --- |
| **Sl.No.** | **Name & Designation** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Any Other**

Report prepared by: Checked and verified (Sd/-)

AAO