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|  | ***Annexure 8/1***  **Royal University of Bhutan**  **Promotion Form** |  |

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| **SID number:** | | |  | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | | | | | | | |
| **Gender:** | | | M | | F | | |  | | | | | | | | | |
| **Date of Birth:** | | | Day | | Month | | | Year | | | Nationality | | | | | | |
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| **Citizenship ID number:** Date of Expiry: | | | | |  | | | | | | | | | | | | |
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| **Education:** Academic and Professional Development (please start from the Institute last attended) | | | | | | | | | | | | | | | | | |
| **Name of University/College/ Institute/School** | | | **Location and Country** | | **Field of Study** | | | **Major** | | | **Duration** | | | | | **Degree/Diploma/Certificate obtained** | |
| **Start Date** | | | | **End Date** |
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| **Research and Publication:** | | | | | | | | | | | | | | | | | |
| **Title** | | | | | | | | **Date** | | | | | **Name of the Journal/Books (with ISSN/ISBN or other details)** | | | | |
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| **Present Job Identification:** | | | | | | | | | | | | | | | | | |
| 1. Position Title: | | | | | | | | 3. Pay Scale: | | | | | | | | | |
| 2. Position Level: | | | | | | | | 4. Occupational Group: | | | | | | | | | |
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| **Employment History-** Position held so far (starting with the present position) | | | | | | | | | | | | | | | | | |
| College/OVC/ Department/Section | Position Title | | | Position Level | | | Period | | | | | | | | Place of Posting | Office Order No. & Date | |
|  | | | | | | | |
| From (mm/yyyy) | | | To (mm/yyyy) | | | | |
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| If required, attach a separate sheet. | | | | | | | | | | | | | | | | | |
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| **Extraordinary Leave availed:** | | | | | | | | **Study Leave availed for long term Professional Development** | | | | | | | | | |
| Duration: | | | | | | | | Duration: | | | | | | | | | |
| From: | | | | | | | | From: | | | | | | | | | |
| To: | | | | | | | | To: | | | | | | | | | |
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| No. of active years of services since the date of initial appointment:…………………………………….. | | | | | | | | No. of active years of services since the date of last promotion:…………………………………………………………… | | | | | | | | | |
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| **Performance** – Ratings for the past three to four years: (each out of the total factors) copies of performance evaluation reports should be attached. | | | | | | | | | | | | | | | | | |
| Year | | Improvement Needed | | | | | Good | | | | | Very Good | | | | | Outstanding |
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| (i) Promotion recommended to: | | | | | | | | | | | | | | | | | |
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| 1 Position Title: ………………...………….3.Pay Scale:…...………………... ………….. | | | | | | | | | | | | | | | | | |
| 2. Position Level:…………………………..4. Occupational Group:……………………… | | | | | | | | | | | | | | | | | |
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| Information verified by HR/Administrative Officer | | | | | | | | | | | | | | | | | |
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| **Signature & Date** | | | | | | | | | | | | | | | | | |
| **Name & Position Title** | | | | | | | | | | | | | | | | | |
| (Official Seal) | | | | | | | | | | | | | | | | | |
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| Recommendation of the College/OVC | | | | | | | | | | | | | | | | | |
| I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years. | | | | | | | | | | | | | | | | | |
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| **Signature & Date** | | | | | | | | | | | | | | | | | |
| **Name & Position Title of the recommending authority** | | | | | | | | | | | | | | | | | |
| Recommendation/decision of the College/OVC | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Signature & Date** | | | | | | | | | | | | | | | | | |
| **Chairperson,** | | | | | | | | | | | | | | | | | |
| **HR Committee** | | | | | | | | | | | | | | | | | |
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| Information verified by the University: | | | | | | | | | | | | | | | | | |
| **Name of the HRO, HR Division Name of the Chief HRO, HR Division** | | | | | | | | | | | | | | | | | |
| **(Official Seal) (Official Seal)** | | | | | | | | | | | | | | | | | |
| **Date: Date:** | | | | | | | | | | | | | | | | | |