

Please bring with you the following in original along with a set of Xerox copies duly attested

1. The High School Certificate or equivalent in proof of your date of birth & age
2. Certificate and Mark-Sheets of educational qualifications
3. Certificate of medical fitness
4. Character Certificate from a Gazetted Officer
5. Cast Certificate (if applicable) and
6. Experience Certificate

If you are already in service please bring the following original certificates from your present employer

1. Relieving Order
2. Last Pay Certificate
3. Character Certificate

If you accept the offer on the terms stated above, you are requested to submit your acceptance and report for duty within one month from the date of issue of this letter with duly filled-in proforma service contract enclosed herewith.

Note: In case staff quarters are available and allotted to an appointee, he/she will be required to stay in the staff quarters.

By order,


Registrar (Acting)

Bilaspur Date-15/02/2011

Encl: 103 Rec. Adm. Div.

1. To Vice-Chancellor, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)
2. The Dean, School of Studies in Life Science, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)
3. The Head, Department of Botany, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information & necessary action)
4. Finance Officer, Internal Audit Section, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information and necessary action)
5. To the Dean, All Schools of Studies All Heads of the Departments, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)
6. All Staff & Non-Staff Development, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)
7. Deputy Registrar (Academic), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)
8. Head of Office, Training Lab, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.O. for information)

By Registrar (Admin.)