

**Annexure-E**  
**OPTION FORM FOR NON-TEACHING STAFF:**  
**(Belonging to Gr. D & Gr. C)**  
**(NOW POSTED AT ERSTWHILE PRESIDENCY COLLEGE)**  
**(TO BE USED IN CASE OF CHOOSING TRANSFER TO ANY GOVT. COLLEGE)**

**Application for the Post of \_\_\_\_\_ in Presidency University**

**Attested photocopies of the documents to be attached to support Statements under SL. No.4, 8, 9 and 11. Separate sheet may be attached in respect of items contained under different Sl. Nos. as and when the space in this form is not sufficient.**

**GENERAL INFORMATION**

1. Name in full (In Capital) :
2. Sex (MALE/FEMALE) :
3. Father's/Husband's Name :
4. Date of birth (According to Service Book) :
5. Present address :
6. Permanent address :

**INFORMATION RELATED TO SERVICE MATTER**

7. Present designation :
8. First date of joining on substantive basis:
9. Date of confirmation in the service
10. Experience (years)
11. Date(s) of placement on career advancement scheme (CAS):  
(New designation to be incorporated along with previous ones)

Sl No.	Designation	From (Mention the date)	To (Mention the date)	Scale of pay	Fixed at Rs.	Date(s) of increment	G.O. No(s) with date(s)

**DECLARATION**

12. In pursuance of the provisions contained in the Presidency University Act, 2010, particularly 55(8) (b) and 55(8) (c), I, the undersigned, an employee under Government of West Bengal, exercise this option to offer my candidature for the post, as applied for herein above, under the aegis of Presidency University. I undertake to abide by all the provisions of selection, recruitment, and appointment with reference to the Post, validated as per necessary Statutes/Acts/Orders/Notifications of the Presidency University, to which I have applied.

13. I hereby declare that the information given above is correct to the best of my knowledge and belief.

**Signature of the candidate**  
Date .....

Information given above have been verified by the undersigned from the Service Book of the incumbent and from the documents produced by the incumbent.

**(O.S.D. for Presidency University)**  
Date :.....