

# TEZPUR UNIVERSITY

## JOINING REPORT

(for contractual engagement)  
(Non-Teaching)

To

The Registrar  
Tezpur University  
Napaam - 784028

(Through the Dean/Head of the concerned School/Department/Centre)

Sub : ***Appointment***

Ref. : Your letter/Order No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

With reference to the above, I Dr./Mr./Ms. \_\_\_\_\_  
do hereby join in the post of \_\_\_\_\_ in the Department of / Centre for  
\_\_\_\_\_ in the forenoon /afternoon of \_\_\_\_\_.

I further declare that I shall abide by all terms and conditions laid down in the appointment letter/order.

I am submitting herewith the following documents :

1. Self-certified copies of all testimonials in support of my age, qualifications, experiences etc.
2. Two copies of joining report.
3. Release order from the present employer, if any.
4. Four copies of recent colour photographs of size 3CM x 3CM.
5. Character Certificate from two eminent persons not related to me, in original.
6. Medical fitness certificate in original.

Encl. : As stated

Yours faithfully,

Forwarding note of the Dean/Head concerned
Order by the Registrar

Memo No. F.02- /I(E)/

Date:

Copy to:

1. Dean, School of \_\_\_\_\_, Tezpur University.
2. Head, Dept. of/Centre for \_\_\_\_\_, Tezpur University.
3. Finance Officer, Tezpur University.
4. Librarian/Deputy Librarian, \_\_\_\_\_, Tezpur University.
5. Personal file.

Assistant Registrar (Estt.)/Section Officer (Estt.)

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