



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

NOTICE

Applications are invited from whole-time regular Non-Teaching employees of the University, who are desirous of pursuing further studies, for seeking departmental permission to appear in an examination of this University as a regular candidate by attending classes in evening shift OR through correspondence Courses in various examinations for the session 2016-2017 OR of any other University/Board etc., as a private candidate if otherwise eligible. Such permission shall be allowed only if the Registrar is satisfied that it would not interfere with the efficient discharge of the duties of the person concerned.

Applications on prescribed Proforma (**specimen overleaf**) duly completed in all respects, should reach the Estt. Branch (N.T.) through their respective Head of Deptt./Branch Officer with their specific recommendations latest by 24th June, 2016. The permission will be granted for the whole Course as per existing provision of the rules.

If the permission has already been granted to the employee(s) for any integrated Course, they are not required to apply again.

Applications received after the last date shall not be entertained at all.

Endst. No. EN-4/16/M-141/ 4834-4954 Dated 20-5-16 **REGISTRAR**

Copy of the above is forwarded to the following with the request to arrange to get it noted from the non-teaching staff working under them:-

1. All HODs/Branch Officers, Maharshi Dayanand University, Rohtak
2. Director, University Institute of Law & Management Studies, Gurgaon.
3. Principal, University Campus School, Rohtak
4. P.A. to Vice-Chancellor./Registrar/Controller of Examinations (for kind information of Vice-Chancellor/ Registrar/COE), Maharshi Dayanand University, Rohtak
5. President, M.D.U. Non-Teaching Employees Association, Rohtak
6. All dealing Assistants (Estt.N.T.). Maharshi Dayanand University, Rohtak

**Superintendent (Estt.N.T)
for Registrar**



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APPLICATION FORM for departmental permission to appear in the University examinations as a private candidate/ to join evening classes/Directt. of Distance Education from this University or from any other University/Boards etc.

Name		Designation	
Branch/Office/Deptt.			
Nature of Appointment(Permanent/Temporary Adhoc) :			
Date of Appointment		Date of Confirmation :	
Total Service in this University :			
Qualification at the time of entry in the M. D. University service :			
Exam. Passed while in the University service :			
Name of the Exam.	Year	Institution/Board /University	Whether deptt. permission was granted earlier (say-yes OR no)
Last Exam. Passed/failed :		Year :	
i) whether permission was granted last Year :		If yes, mentioned name of the Examination :	
ii) whether appeared in the said Exam:			
iii) whether permission was cancelled at a later stage (say Yes or No) :		If yes, State reason :	
Examination for which departmental permission is applied for :			
Name of the Exam.	Private/Regular/Correspondence	Institution/Board /University	Session

I hereby declare that all entries in this Form are true to the best of my knowledge and belief. I understand that any material misrepresentation or omission made shall render me liable to disciplinary action.

Date :

(_____)
Signature

**Recommendations of the
Head of Deptt./Branch/Office**