

**MINUTES OF THE MEETING OF THE DEPARTMENTAL PROMOTION COMMITTEE (DPC) FOR THE PROMOTION OF THE NON-TEACHING STAFF (GROUP 'C) TO THE POST OF \_\_\_\_\_.**

The meeting of the Departmental Promotion Committee (DPC) consisting of the following members was held in the chamber of the \_\_\_\_\_ (place) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) for filling up the post of \_\_\_\_\_ by promotion.

- |    |       |          |
|----|-------|----------|
| 1. | ----- | Chairman |
| 2. | ----- | Member   |
| 3. | ----- | Member   |

**(1) Number of vacancy:-**

**(2) Recruitment Rules:-**

**(3) Zone of Consideration:-**

**(4) Roaster Point:-**

**(5) Seniority List:-**

**(6) Eligibility:-**

**(7) Annual Performance Assessment Report (APAR):-**

**(8) Integrity Certificate/Vigilance Clearance Certificate:-**

Based on the overall Assessment, DPC recommends the following candidates to be promoted as \_\_\_\_\_ on regular basis in Pay Matrix Level \_\_\_\_\_ with immediate effect.

- 1)
- 2)
- 3)

**(10) Waitlist:-**

(Name)

Designation  
Member

(Name)

Designation  
Chairman

(Name)

Designation  
Member

