Central University of Jharkhand

*Main Campus (Cheri-Manatu), Ranchi, Jharkhand*

Application for E-Mail account for Contractual Faculty

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| Please fill out the relevant sections in BLOCK LETTERS for requested service | |
| Request Date: | Department: |
| Contact Tel: | Present Email: |
| **Type of Email ID Requested:** Contractual Faculty (Individual)  (Email ID Format – [firstname.**department**@cuj.ac.in](mailto:firstname.department@cuj.ac.in))  **Name: ………………………………………………… Department: ……………………………………**  **Date of Joining: ……………………………………….**  **Date of end of service in CUJ: ……………………..** | |
| **Declaration**:I hereby confirm that the information provided herein is accurate, correct, and complete. I also confirm I will strictly use the email id for academic and research purpose only. I am aware that I will be using the email ID till my tenure at CUJ, and it will be suspended/ deleted immediately thereafter. Also, I will be abiding by the existing and forthcoming terms and condition of using email ID of CUJ domain. **I have attached my offer letter and duly approved joining report with this form.**  **Signature of the Applicant** | |
| **AUTHORIZATION by DEPARTMENT: (**Date **stamp** required**)**  Name of Head/ Coordinator: Sign of Head/ Coordinator:  Date: Seal:  **Please Note:** By authorizing the above request, you agree to inform the Technical Cell ***immediately by email****, if* any  contractual faculty leaves the University *either by* end of contract or transfer, discontinuation *etc*. | |
| **Endorsement by Registrar**    Date: **Signature:** | |
| **Official Use Only (To be filled by Technical Cell)** | |
| Date of Email ID Account Activated:  Official Signature: | Date of Deactivation of email ID:  Official Signature: |