

UNIVERSITY OF JAMMU

C I R C U L A R

It is for the information of all the eligible teachers/ Deputy Librarians/ Assistant Librarians working in different Departments/ Offsite Campuses/ Directorates of the University, who are desirous of applying for placement/promotion under CAS to register through the link available on the University Website www.jammuuniversity.ac.in within 5 days from issuance of this circular so that User Ids/Accounts for the teachers are created by the University thereby enabling them to submit their applications online subsequently through their respective HODs.

In view of the requirement of the above said software, all HODs who shall be forwarding and recommending the applications of the teachers of their respective Departments shall also be required to create their online User accounts and as such, they are also requested to visit the University Website www.jammuuniversity.ac.in to fill the relevant form for taking further necessary action accordingly.

All concerned are, therefore, requested to kindly comply the following time lines in this regard and for any subsequent clarification/help, the following officials may be contacted:-

1. Dr. Amit Sharma, Statistician, DIQA, Contact No. 9419238181, Email: amitstat99@gmail.com.
2. Ms. Scintla Kachroo, Assistant Programmer, DIQA, Contact No. 9419187614, Email: iqac_ju@yahoo.com.

S.No	Timelines	Dates
1	Online Registration by the faculty members and HODs for creating their User Accounts. Heads who have already created their user accounts need not register again.	5 th -9 th July, 2021
2	Online Training-cum-Awareness of the faculty members and HODs by the University.	12 th July, 2021
3	Online submission of CAS applications by the concerned faculty duly endorsed by their respective HODs.	19 th July to 18 th August, 2021

It is further informed that besides submitting the online applications, all the eligible faculty members shall be required to submit **two hard copies** of the submitted online application forms alongwith its annexures and the documentary evidence supporting their claim, duly signed by them as well as endorsed by their respective HODs to the Deputy Registrar (Adm/TW) latest by **18.08.2021**.

No: Adm/TW/2021/584-633

Dated: 02/07/2021

Copy to: -

1. Spl. Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Vice-Chancellor, please.
2. P. A. to Dean Research Studies /Dean Academic Affairs.
3. Director, DDE/ DIQA
4. All Rectors/ Directors of the Offsite Campuses of the University.
5. All Head/ Directors of the Teaching Department of the University.
6. President JUTA.
7. Convener, Website Monitoring & Updation Committee for uploading on the University website.
8. I/c University Website.
9. Guard file.

Nasrinia
REGISTRAR
[Signature]