

UNIVERSITY OF JAMMU

CIRCULAR

It is for the information of all the eligible Faculty Members/ Deputy Librarians/ Assistant Librarians working in different Teaching Departments/ Offsite Campuses/ Directorates of the University, who are desirous of applying for promotion under CAS to register through the link available on the University Website www.jammuuniversity.ac.in within specified period as mentioned below so that User Ids/Accounts for the Faculty Members/ Deputy Librarians/ Assistant Librarians are created by the University thereby enabling them to submit their applications online subsequently through their respective HODs/Rectors/Directors.

In view of the requirement of the above said software, all HODs/Rectors/Directors who shall be forwarding and recommending the applications of the Faculty Members/ Deputy Librarians/ Assistant Librarians 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:-

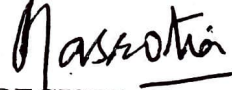
1. Dr. Amit Sharma, Statistician, SPRU, Contact No. 9419238181, Email: diqa_ju@gmail.com.
2. Ms. Scintilla Kantroo, Assistant Programmer, DIQA, Contact No. 9419187614, Email: iqac_ju@yahoo.com.

S.No	Timelines	Dates
1	Online Registration by the Faculty Members/ Deputy Librarians/ Assistant Librarians and HODs/Rectors/Directors for creating their User Accounts. Heads who have already created their user accounts need not register again.	18.07.2022 to 28.07.2022
2	Online Training-cum-Awareness of the Faculty Members/ Deputy Librarians/ Assistant Librarians and HODs/Rectors/Directors by the University.	29.07.2022
3	Online submission of CAS applications by the concerned Faculty Members/ Deputy Librarians/ Assistant Librarians duly endorsed by their respective HODs/Rectors/Directors.	30.07.2022 to 31.08.2022

It is further informed that besides submitting the online applications, all the eligible Faculty Members/ Deputy Librarians/ Assistant Librarians 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/Rectors/Directors to the Deputy Registrar (Adm/TW) latest by **31.08.2022**.

No: Adm/TW/2022/1317-66

Dated: 15/07/2022


REGISTRAR
15/07/22

Copy to: -

1. Special Secretary to the Vice- Chancellor for kind information of the Hon'ble Vice- Chancellor.
2. Dean Research Studies /Dean Academic Affairs for information.
3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIQA for information.
4. All Rectors/ Directors of the Offsite Campuses of the University
5. All Heads/ Directors of the Teaching Departments of the University
6. President JUTA
7. I/c University Website
8. Guard file