



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

CIRCULAR

Actual requirements of outsourced staff-justification thereof

All the Rectors/Directors/HODs/Controlling Officers/ Provost/Wardens/Branch Officers are requested to furnish the actual requirement of outsourced staff along with justified rationale for the said requirement within two days positively, failing which it shall be presumed that there is no requirement of any outsourced staff.

The proposal/requirement may be submitted as per Annexure-'A' both in hardcopy and soft copy (to be mailed on arestabju@gmail.com).

No.Estab./23/29126-225
Dt. 08-02-2023

Copy to:-

Nashroha
REGISTRAR 8/2/2023

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to Registrar/Controller of Examinations.
4. Director, DDE/CDC/DLL/DIQA/Physical Education/Academic Staff Colleges/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu and Ladakh Region/SHTM/ICCCR& HRM/Disaster Management Centre/School of Visual and performing Arts, Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girl's Hostels)/Dean Student Placement.
6. All Heads of the Teaching Departments of the University.
7. I/c General Zorawar Singh Auditorium.
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/c Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course.
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President, JUTA/JUNTEU/JUNGEA.
17. Security officer.
18. All Sections.
19. C.E.O/Manager, ABN Personnel Network, Gandhi Nagar, Jammu
20. Guard File.

Annexure-'A'

Name of the Department	Sanctioned strength (Number)	Exiting strength	Actual requirement	Justified reason
	(i) Section Officer (ii) Head Assistant (iii) Senior Assistant (iv) Computer Assistant (v) Junior Assistant (vi) Orderly (vii) Any other, non-teaching staff (mention designation and add serial number accordingly) Total			

