

UNIVERSITY OF JAMMU

CIRCULAR

It is for the information of all concerned Controlling Officers that the meeting of the Screening Committee constituted for placement of Non-teaching staff at 1st/2nd/3rd Step under the existing Three Tier Career Advancement Scheme is scheduled to be held in the month of May, 2025. As such, all the Controlling Officers are requested to submit the APRs/Work and Conduct Reports of the officials who are due for their placement at 1st/2nd/3rd Step under the existing Three Tier Career Advancement Scheme by 30th April, 2025 so that the same can be placed before the forthcoming Screening Committee.

No: Estab/25/1279-1378

Dated: 21-04-2025

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, CD&OE/CDC/DLL/DIQA//Physical Education/MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & ManaGement/ Incharge E-Governance Initiative Cell
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Coordinator, NSS/Human Genetics
12. Chief/Deputy Proctor of University
13. Medical Officer, UHC All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Executive Director, NIELIT for Information
18. Chief Security Officer
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. All Sections
21. Guard File

REGISTRAR

[Signature] 21/4