

UNIVERSITY OF JAMMU

CIRCULAR

It is circulated for the information of all concerned that all persons working on contractual/adhoc/consolidated/casual labour basis and who have completed 07 years or more service till 06.07.2016 shall submit the duly filled requisite proforma alongwith the following documents on or before 12.07.2016 if they have not submitted earlier :-

1. Attested copies of all the engagement letters issued by the Establishment Section;
2. All qualification certificates duly attested;
3. An undertaking duly sworn-in before the 1st Class Magistrate, to the effect that no disciplinary or criminal proceedings are pending against the concerned; and
4. A statement of Salary/wages drawn by each individual from the period of 1st engagement and of the continuous period of 07 years till the date of regularization on the proforma (given at Annexure-I).


REGISTRAR


No. Estab/16/4816-4915
Dated:
Copy to:- 05/07/2016.

1. Spl. Secretary to the Vice-Chancellor, University of Jammu 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, DDE/CDC/DLL/DIQA/Computer Centre/Physical Education/Academic Staff College/ 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/Centre for IT enabled Services & Management/Disaster Management Centre/School of Visual and Performing Arts, Design and Architecture/Centre for New Literature, Culture & Communications.
5. All Rectors/ Directors of the campuses of the University
6. Dean Students Welfare/Provost of Hostels/Dean Student Placement
7. All Heads of the Teaching Departments of the University
8. I/c General Zorawar Singh Auditorium
9. I/c Computer Centre/Centre for IT Enabled Services & Management.
10. I/C Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course
11. Sr. P.A. to Joint Registrar/Addl. Controller of Examinations/Joint Director (CDC)/DDE.
12. Sr. P.A to Joint Registrar (Finance/Exams).
13. Programmer Coordinator, NSS.
14. Medical Officer, UHC.
15. All Wardens of University Hostels.
16. All Dy. Registrars/Assistant Registrars.
17. Executive Engineer/Manager Guest House.
18. President, JUTA/JUOWA/JUNTEU/JUNGEA.
19. Security Officer.
20. All Sections.
21. Guard file.