



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

No : Estab.18/17906-15005  
Dated: 08/1/18

## CIRCULAR

In continuation to this office circular No. Estab./17/14986-15085 dated 17/11/2017 .It is circulated for the information of all concerned that all the persons working as contractual/adhoc/consolidated/casual labour basis who have completed/will complete 07 years or more services till 10.01.2018 shall submit the requisite proforma alongwith the following documents on or before 12<sup>th</sup> January 2018.

- 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 1<sup>st</sup> Class Magistrate, to the effect that no disciplinary or criminal proceedings are pending.
- 4) A statement of Salary/wages drawn by each individual for the period of 1<sup>st</sup> engagement and of the continuous period of 07 years till the date of regularization on the proforma (given at Annexure-1).

  
Assistant Registrar (Estab.)

Copy to:-

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 /Girls'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. Guard File.