

UNIVERSITY OF JAMMU

C I R C U L A R

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](http://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.

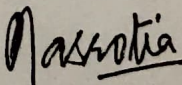
In view of the requirement of the above said software, all HODs/Rectors/Directors who shall be forwarding and recommending the applications of the Faculty Members/ Deputy Librarians/ Assistant Librarians of their respective Departments shall also be required to create their online User accounts and as such, they are also requested to visit the University Website [www.jammuuniversity.ac.in](http://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, DIQA, Contact No. 9419238181, Email: [amitstat99@gmail.com](mailto:amitstat99@gmail.com).
2. Ms. Scintilla Kachroo, Assistant Programmer, DIQA, Contact No. 9419187614, Email: [iqac\\_ju@yahoo.com](mailto: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.	10 <sup>th</sup> -17 <sup>th</sup> January, 2022
2	Online Training-cum-Awareness of the Faculty Members/ Deputy Librarians/ Assistant Librarians and HODs/Rectors/Directors by the University.	20 <sup>th</sup> January, 2022
3	Online submission of CAS applications by the concerned Faculty Members/ Deputy Librarians/ Assistant Librarians duly endorsed by their respective HODs/Rectors/Directors.	24 <sup>th</sup> January to 28 <sup>th</sup> February, 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 **28.02.2022**.

  
REGISTRAR  
7.1.22 07/01/22

No: Adm/TW/2022/6319-68  
Dated: 07/01/2022

Copy to:-

1. Spl. Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Vice-Chancellor, please.
2. P. A. to Dean Research Studies /Dean Academic Affairs.
3. Director, DDE/ DIQA
4. All Rectors/ Directors of the Offsite Campuses of the University.
5. All Head/ Directors of the Teaching Department of the University.
6. President JUTA.
7. Convener, Website Monitoring & Updation Committee for uploading on the University website.
8. I/c University Website.
9. Guard file.