


# UNIVERSITY OF JAMMU

## CIRCULAR

It is circulated for the information of all concerned that all persons working as contractual/adhoc/consolidated/casual labour basis and who have completed 07 years or more service till 15.11.2016 (Tuesday) shall submit the requisite proforma alongwith the following documents on or before 21.11.2016 (Monday) positively :-

- 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 against the concerned.
- 4) A statement of Salary/wages drawn by each individual from 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-I).

  
**REGISTRAR**  
9.11.16

No. Estab/16/20739 - 838

Dated: 09/11/16

Copy to :-

1. Spl. Secretary to the Vice-Chancellor
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/CCCR&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/CDC).
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.