

Government of Jammu and Kashmir  
**Higher Education Department**  
Civil Secretariat, Jammu.

**Sub:- Guidelines for engagement of candidates on academic arrangement basis in Government Degree College of the State.**

**Government Order No: 78 -HE of 2018**  
**Dated : 08- 02 - 2018**

Whereas, it has been a practice in Higher Education Department to engage candidates on academic arrangements in Government Colleges in view of shortage of permanent faculty. These candidates are engaged against vacant posts of Assistant Professors, Librarians/PTI's or by debit to Pool Fund of Colleges based on actual recruitment as per student enrolment in each subject; and

Whereas; these academic arrangements are made by virtue of simple advertisement notification, issued at the beginning of academic session without any laid guidelines issued from the Administrative Department; and

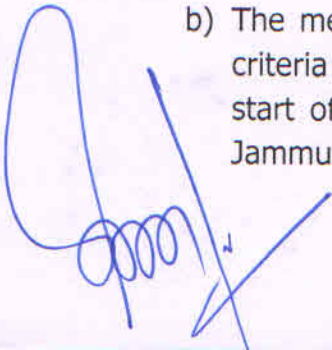
Whereas; the whole process of receiving application forms, scrutinization of documents, counselling, framing of merit list and assigning the place of posting is done by respective Nodal Principals of Jammu/ Kashmir Divisions. Administrative Department has a limited role of according confirmation to the academic arrangements made by Nodal Principals, though this process of according confirmation un-necessarily delays the release of remuneration in favour of engaged candidates; and

Whereas; in absence of any notified guidelines, different yard sticks are sometimes applied at the time of engagement of candidates, which results in un-necessary litigations in different Courts of law;

Now, in order to streamline the process of engagement of candidates on academic arrangement basis in the Government Degree Colleges of the state and to ensure timely payment of remuneration to these candidates, following guidelines are hereby notified :-

**1. Advertisement of Posts:-**

- a) Advertisement notification for making academic arrangements in the Government Degree Colleges shall be issued by concerned Nodal Principals of Jammu / Kashmir Divisions at the beginning of every academic session. For Kashmir Division, Advertisement Notice shall be issued in the first week of January and for Jammu Division in last week of May of every academic year.
- b) The merit list of the candidates shall be prepared, as per below mentioned criteria and finalised by the respective Nodal Principals before 15 days of the start of academic session i.e. 1st March in Kashmir Division and 1st July in Jammu Division:-



## 2. Eligibility :

### a. Lecturers:

Post-graduate degree in the concerned subject or its equivalent degree duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule caste, Schedule Tribe and differently-abled (physical/visual) candidates along with NET/SLET/SET/Ph.d.

### b. Teaching Assistants:

Post-graduate degree in the concerned subject or its equivalent degree duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule caste, Schedule Tribe and differently-abled (physical/visual) candidates.

### c. Librarians and Physical Training Instructors

Master's degree in the Library and Information Science (for Librarian) and Physical Education (for PTI) with minimum 55% marks (50% in case of Schedule caste, Schedule Tribe and differently-abled (physical/visual) candidates along with NET/SLET/SET/Ph.d.

### d. Assistant Librarians and Assistant Physical Training Instructors

Master's degree in Library and Information Science (for Assistant Librarian) and Master's degree in Physical Education (for Assistant Physical Training Instructor) with minimum 55% marks (50% in case of Schedule caste, Schedule Tribe and differently-abled (physical/visual) candidates.

## 3. Criteria for preparation of merit lists:

S.No.	Qualification/ Experience	Points/weight-age (Maximum 40 points)	Remarks
1	Graduation	05 points	
2	Post-graduation	10 points	
3	M.Phil	03 Points	
4	Ph.D.	06 Points	Special preference shall be given to candidates having Post-Doctorate degrees
5	NET/SLET/SET	06 Points	
6	Teaching Experience	One point for each academic session of not less than six months, subject to maximum of 10 points	Teaching Experience certificates issued by State Universities/ Principals of Govt. Degree Colleges of State shall only be considered.

- a) Nodal Principals shall prepare merit list for Lecturers and Teaching Assistants, strictly as per the above given criteria.
- b) At the time of submission of application form by a candidate, an Affidavit duly attested by Ist Class Magistrate, on the prescribed format, shall be obtained once only. No Affidavits are required at the time of adjustment of selected candidates in respective Colleges.
- c) If a candidate, higher in the merit list, gets dis-engaged due to filling up of post by selection through PSC or by posting of regular faculty, he/she shall be accordingly adjusted in some other College by subsequent disengagement of a candidate having lowest merit.

#### **4. Admissibility of leave to the academic arrangement candidates**

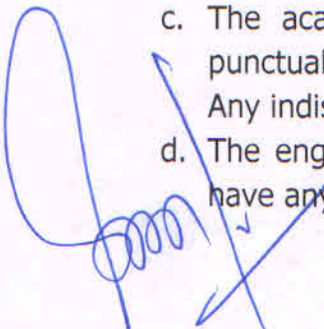
- a) The academic arrangement candidates shall be allowed casual leave of 15 days for whole session. This should, however, be allowed on pro-rata basis of four casual leaves per quarter with three casual leaves for the last quarter of the year. In case the number of casual leaves, availed of by the candidates, exceeds the permissible limit of 15 days, the period of excess days shall be treated as leave without remuneration and excess salary drawn to be recovered at the conclusion of the academic session.
- b) Medical/Maternity leave (in case of female candidates) shall be granted without remuneration, on the basis of certificate from the competent authority. The maximum limit for such leave shall be 30 days for Medical leave and 40 days for Maternity leave.

#### **5. Vacations**

The academic arrangement candidates shall be entitled to avail summer/winter vacation announced by the Administrative Department from time to time.

#### **6. Terms & Conditions of Service**

- a. The candidates engaged on academic arrangement must be permanent residents of Jammu and Kashmir State.
- b. The academic arrangement of candidates shall be made for a period of one academic session i.e. from Ist March to ending February for Kashmir Division and from Ist July to 30<sup>th</sup> of June of the next academic year for Jammu Division or till the post is filled by posting of a regular faculty, whichever may happen earlier.
- c. The academic arrangement candidates shall maintain a proper discipline, punctuality, integrity, good moral character during the period of engagement. Any indiscipline shall make the candidate liable for dis-engagement.
- d. The engagement under these guidelines shall not entitle such candidates to have any preferential claim for regularisation of their services.



- e. The concerned Principal shall obtain regular feedback from students regarding performance of academic arrangement candidates.

### **7. Salary/Remuneration**

The candidates engaged as Lecturers and Teaching Assistants shall be paid monthly remuneration of Rs. 18000/- and Rs. 12000/- respectively, However, the candidates engaged in Ladakh, Gurez and Karnah areas, except the candidates actually belonging to these areas, shall be entitled for compensatory allowance of Rs. 5000/- per month: Any hike in remuneration shall be notified by the Department separately;

### **8. Confirmation**

Final confirmation for academic arrangement candidates, engaged in each College shall be accorded by the Director Colleges, after receipt of final details from concerned Nodal Principals. Director Colleges shall ensure that the confirmation is accorded immediately after engagement of such candidates, so that their remuneration is released right from the very first month of their engagement.

### **9. Grievances**

Director Colleges Higher Education Department shall be the Nodal Officer for dealing with grievances, if any, pointed out by the academic arrangement candidates, students or Principals.

**By order of the Government of Jammu and Kashmir**

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**(Dr. Asgar Hassan Samoon) IAS**  
Principal Secretary to Government  
Higher Education Department

No: HE/Coll/Acd.Arr/2016-17

Dated: 08.02.2018

Copy to the:-

1. Advisor to Hon'ble Chief Minister J&K.
2. Principal Secretary to Hon'ble Chief Minister J&K.
3. Director Archives, Archaeology and Museums, J&K, Jammu.
4. Director Colleges, Higher Education Department.
5. Nodal Principal GGM Science College, Jammu.
6. Nodal Principal, A. S. College, Srinagar.
7. All Principals of Government Colleges of the State.
8. OSD to Hon'ble Minister for Education for information of Hon'ble Minister.
9. SA to HMOS-E for information of Hon'ble Minister of State for Education..
10. P.S. to Principal Secretary to Government Higher Education Department.
11. In charge Website Higher Education Department.

**(Irfan Manzoor) KAS**  
Under Secretary to Government  
Higher Education Department

8/2/18