



Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, J&K

Subject:- Revised Guidelines for engagement of candidates on Academic Arrangement in the Higher Education Department

Government Order No:-46-JK(HE) of 2022
Dated:-28-02-2022

In supersession of all previous orders on the subject, sanction is hereby accorded to the issuance of revised guidelines for engagement of the services of candidates purely on **academic arrangement** on need basis in the Higher Education Department.

1. General:-

Owing to a variety of reasons including addition of new subjects or non availability of regular staff, Govt. Degree Colleges need to engage some faculties on Academic arrangement every year as Lecturer/Teaching Assistant/PTI/Librarian as per prescribed norms and guidelines. This order details the norms and guidelines to be followed for the purpose.

- a. The engaging authority shall be the Nodal Principal(s), Principal(s) of GCET, Principal(s) School of Architecture, Principal(s) of Nursing colleges for Govt. Degree Colleges, Engineering Colleges, Architecture Schools and Nursing Colleges of the concerned divisions respectively.
- b. The engaging authority may, after consultation with the Steering Committee and after **prior approval of the designated selection committee**, engage **need based academic arrangement faculty**
- c. A Teaching Assistant may be engaged only if no eligible/qualified candidate for Lecturer (academic arrangement) is available in the relevant specialization
- d. All engagements shall be made through an open advertisement and prescribed selection process as per the evaluation criteria notified hereafter.
- e. All selection/ engagements shall be for a maximum of one academic session only.
- f. All academic arrangements shall automatically terminate at the end of the Academic Session or on appointment/posting of regular faculty (whether through transfer or fresh recruitment), whichever is earlier. No separate notice shall be given for this purpose.
- g. **The academic arrangement shall be purely need based and temporary and shall in no case confer any right for regular engagement or even continuation in any subsequent session.**

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A fresh advertisement and selection process shall be initiated for every academic session.

- h. The academic arrangement will be made only if the enrollment in a particular subject allotted to the College is at least 25.
- i. Notwithstanding the selection, no candidate shall be allowed to report for rendering services unless he/she executes an agreement with the Higher Education Department on the prescribed form appended as **Form "A"**
- j. The academic arrangement can be terminated by either party before the end of the academic session by giving one month's notice from either side or on payment of one month's remuneration in lieu of notice by the engaging authority.
- k. A candidate who has been selected in a particular institution/college under academic arrangement for a particular academic session shall not be permitted to join any other institution/college under the same scheme in the same academic session.
- l. The Director Colleges J&K and respective Nodal Principals shall ensure engagement of need based academic arrangement teaching faculties against sanctioned strength and as per allocated subjects in the Govt. Degree Colleges subject to enrollment limits of 25 students.
- m. All Committees constituted shall ensure strict adherence of all the requisite guidelines/procedure to be followed before and during engagement of academic arrangement viz. undertaking, qualification certificate, merit list, advertisement notice etc.

2. Procedure for engagement of Services on Academic arrangement:

- i. Director Colleges, J&K, in consultation with the respective Steering Committee(s) for Government Degree Colleges, will firm up the requirement of faculties for each subject and college based on allocation of various courses/streams in the Higher Education Institutions (HEI), sanctioned posts and strictly as per norms prescribed. This arrangement will however be made only if the enrollment in the particular subject allotted to the College is at least 25. Academic arrangement staff may be engaged only for a fresh session and not for any backlog courses or delayed session.
- ii. An open advertisement with wide publicity specifying details including eligibility conditions and evaluation criteria and inviting applications shall be issued at the beginning / before every academic session by the respective Nodal Principal(s)
- iii. After assessing the merit of the candidates in a fair and transparent manner, the respective Nodal Principals shall prepare a subject wise merit list of candidates purely on the basis of notified selection criteria. The select list will be displayed widely and also placed on the respective websites for the information of candidates.
- iv. Any objections received shall be scrutinized for proper disposal before finalization of the merit list.
- v. The final merit list so drawn shall form the basis of engagements. The list shall be valid for one academic session only.
- vi. All information shall be posted on relevant websites for wide dissemination.

Mansoor Ahmad
[Signature]

3. Eligibility:-

Eligibility for appointment of an academic arrangement candidate on various categories in Govt. Degree Colleges will be as follows:

S.No	Category	Minimum Qualification
1.	Lecturer/PTI/Librarian	Master Degree in relevant subject with at least 55% marks (50% excluding any grace Marks, in case of SC/ST/differently abled) with NET/SET/ SLET) or Ph.D.
In case relevant qualifications Ph.D./M.Phil/NET/SET/ SLET candidates are not available, teaching assistant(s) may be engaged purely on need basis.		
2.	Teaching Assistant	Master Degree in relevant subject with at least 55% marks (50% excluding any grace Marks, in case of SC/ST/differently abled)

4. Selection Criteria:-

The Selection criteria will be as follows:-

S.No.	Academic Record	Score
1.	Graduation	80% & above = 21 60% to less than 80% = 19 55% to less than 60% = 16 45% to less than 55% = 10
2.	Post-Graduation	80% & above = 25 60% to less than 80% = 23 55% (50% in case of SC/ST/OBC (non-creamy layer)/ PWD) to less than 60% = 20
3.	M. Phil	60% & above = 07 55% to less than 60% = 05
4.	Ph. D	25
5.	NET with JRF	10
	NET	08
	SLET/SET	05
6.	Research Publication (2 marks for each research publications published in Peer-Reviewed or UGC listed journals)	06
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10
8.	Awards*	
	International/ National Level (Awards given by International organisations / Government of India/ Government of India recognised National Level Bodies)	03
	State/UT- level (Awards given by State/UT Government	02

- # however, if the period of teaching/ post-doctoral experience is less than one year then the marks shall be reduced proportionately.
* Only awards /recognition that are relevant to teaching/ specialization / research will be considered.

Manoj Shinde

Note:- The maximum possible marks that can be awarded are limited as under

- i) M.Phil + Ph.D Maximum: 25 marks
 ii) JRF/NET/SET Maximum: 10 marks
 iii) In awards category Maximum: 03 marks

5. Selection Committees :-

- a. **Degree Colleges.** The selection of candidates for the posts of teaching faculty and technical faculty shall be made by the following Selection Committees:

Jammu Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Nodal Principal, Jammu	Member Secretary
3.	Two Principals from Degree Colleges (nominated by Administrative Department)	Members
4.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

Kashmir Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Nodal Principal, Kashmir	Member Secretary
3.	Two Principals from Degree Colleges (nominated by Administrative Department)	Members
4.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

- b. **GCETs:-** The selection of candidates for the posts of faculty and technical faculty in the GCET Jammu/Safapora and School of Architecture Jammu/Kashmir shall be made by the following selection committees:-

Jammu Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Principal of the concerned institution	Member Secretary
3.	One expert from reputed institution e.g. IIT, NIIT etc. (nominated by Administrative Department)	Member
4.	One expert from GCET /Architecture College (nominated by Administrative Department)	Members
5.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

Kashmir Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Principal of the concerned institution	Member Secretary

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3.	One expert from reputed institution e.g. IIT, NIIT etc. (nominated by Administrative Department)	Member
4.	One expert from GCET /Architecture College (nominated by Administrative Department)	Members
5.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

- c. **B.Sc. Nursing colleges:-** The selection of candidates for the posts of faculty and technical faculty in the B. Sc. Nursing College, WC Gandhinagar, Jammu and WC M.A. Road Srinagar shall be made by the following selection committees:-

Jammu Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Principal, B.Sc. Nursing College, Jammu	Member Secretary
3.	Principal, GCW Gandhi Nagar, Jammu	Member
4.	Any one Medical Superintendent	Member
5.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

Kashmir Division

S.No.	Officer	Designation
1.	Director, Colleges J&K	Convener
2.	Principal, B.Sc. Nursing College, Srinagar	Member Secretary
3.	Principal, GCW MA Road, Srinagar	Member
4.	Any one Medical Superintendent	Member
5.	Representative of Administrative Department (not below the rank of Deputy Secretary)	Member

It shall be responsibility of respective Nodal Principals to advertise the position and draw up the merit lists. A similar exercise would be carried out by Principals GCET/ Principal Nursing Colleges/ Principals School of Architecture.

6. Remuneration:-

The candidates engaged on academic arrangement basis shall be paid a consolidated monthly remuneration in terms of Government Order No. 219-HE of 2018 dated 28-03-2018 amended from time to time. No remuneration/pay/salary/honorarium shall be paid during any vacation period. (Professional/Non-Professional).

7. Other Categories of Teaching Faculty

Guest Faculty: Concerned Principal of the institute may engage a Guest faculty after prior approval of Director, Colleges as per following terms and conditions:-

- i. **Qualification:** Guest faculty should possess qualifications required for such post as lecturer in the relevant subject or skill trade. **The**

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eligibility of guest faculty shall strictly be the same as that for need based academic arrangement.

- ii. **Honorarium:** Rs. 600/Lecture to a maximum of Rs. 1200/day and in no case exceeding Rs.25000/- in a month. No guest faculty may be engaged for more than 6 months in an entire academic session.
- iii. **Engagement of Guest faculty shall be governed as under:-**
- Enrollment of students in the subject should not be less than 25. In case the strength is less than 25, the concerned principal shall make arrangements for online instruction with the support of faculty/principal of any sister institution.
 - Guest faculty may be engaged only against allocated subjects in the colleges and on Pool Fund after **prior** authorization from Director Colleges. No post-facto permission will be accorded.
 - No candidate who has not applied under the academic arrangement advertisement can be engaged as guest faculty.
 - **The principle of merit should be strictly followed while engaging guest faculty**
 - Selection procedure for appointing Guest faculty should be same as that for academic arrangement.
 - Guest faculty may not be treated like regular teachers of the faculty
- B. **Visiting Faculty:** Concerned Principal of the institute may invite a visiting faculty keeping in view the specialized requirements of the institute and relevant UGC norms
- i. **General:** A visiting faculty member should be an eminent scholar in his/her field and holding the post of at least an Associate Professor in a recognized Higher Education Institute. A person who has achieved distinction in a particular discipline/skill can also be considered for being invited as visiting faculty.
- ii. **Tenure:-** No visiting faculty can be invited for more than 10 lectures in an academic session
- iii. **Honorarium:-** The honorarium payable should not exceed Rs. 1000/- per lecture.

By order of the Government of Jammu and Kashmir.

Sd/-

(Rohit Kansal) IAS

Principal Secretary to Government
Higher Education Department

Dated:- 28-02-2022

No:- HED/Gaz/Acad.Arrang./36/2021

Copy to the:-

1. Joint Secretary, Ministry of Home Affairs.
2. Principal Secretary to Hon'ble Lt. Governor, J&K, Jammu.
3. Principal Secretary to Govt., General Administration Department.
4. Secretary to the Government, ARI and Trainings Department.
5. Secretary to the Government, Department of Law, Justice and Parliamentary Affairs.
6. Director Finance Department of Higher Education
7. Director Colleges, J&K

8. OSD to Hon'ble Advisor (B).
9. Registrar, IIT/NIT/SMVDU/IUST/BGSBU.
10. Registrar, Cluster University Srinagar/Jammu.
11. Nodal Principal, Jammu/Kashmir.
12. All Principals of Government Degree Colleges/GCET Jammu/Safapora/B.Sc Nursing Colleges Jammu/Srinagar/Autonomous Colleges.
13. Private Secretary to Principal Secretary to Government, Higher Education Department.
14. PS to Financial Commissioner, Health and Medical Education Department.
15. In-charge website.
16. Stock File

Sat Paul Rajwal
(Sat Paul Rajwal) 20/1/22

Under Secretary to Government
Higher Education Department

*Manoj
13/1/22*