

## **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ACADEMIC ARRANGEMENT 2022-23**

1. Follow the guidelines issued for the Academic Arrangement (Session 2022-23) notified vide [Govt. Order No. 46-JK\(HE\)](#) of 2022 Dated: 28-02-2022 and advertisement notice no. [GGM/Sc/Coll/3051 Dated: 28-04-2022](#) by the Higher Education Department, Govt. of UT Jammu & Kashmir
2. Application deadline is **10-05-2022**.
3. Applications will be received through online mode only ([Apply Online](#)).
4. **The applicants can link their previous session application details and upload documents whilst providing their application number.**  
**(If applied for the last year), verify your previous [Application no.](#)**
5. The documents to be submitted along with the application are:
  - I. Domicile of UT of Jammu and Kashmir.
  - II. UG Marks List, Degree Certificate and CGPA to %age Conversion Certificate (if Applied)
  - III. PG Marks List, Degree Certificate and CGPA to %age Conversion Certificate (if Applied)
  - IV. M. Phil Degree Certificate, copy of notification and Final Mark Sheet.
  - V. Ph.D. Degree Certificate and copy of notification.
  - VI. JRF/NET/SLET/SET Certificate.
  - VII. Bonafide certificate (e.g. Regular degree obtained from outside the UT of J&K rather than Distance Mode), if required.
  - VIII. Teaching experience Certificate/certificates only from Govt. Colleges/State Universities of UT of J&K.
  - IX. Category/Differently abled certificate, if any.
  - X. Certificate of Post Doc fellowship, if any.
  - XI. Research publications (Peer reviewed or UGC listed), if any.
  - XII. Awards/recognitions (relevant to teaching/specialization/research) given by an international organization/Government of India/any national level body recognized by the government of India/State or UT government, if any.
6. Applicants are required to upload recent photograph and signature
7. **The teaching experience obtained from 10+2 level/private colleges/institutions outside UT of Jammu & Kashmir will not be considered.**
8. Applicants having P.G/ M.Phil/Ph.D. Degree obtained from institutions outside the UT of J&K, except IGNOU, MANUU, DOEACC, are required to submit a Bonafide Certificate of degree obtained through regular mode. A qualifying degree obtained through distance mode will not be considered.
9. False, incomplete, incorrect, forged, tampered or misleading information submitted by applicant will automatically lead to the cancellation of his/her candidature without any

notice thereof and legal action under rules shall be initiated.

10. Applicants are advised to provide personal mobile no. and e-mail ID (functional 24X7 all through the session).

11. Applicants having marks in CGPA are required to upload a conversion certificate (from CGPA to percentage) from the concerned University.

12. Applicants have to present all original documents for verification purpose at the time of joining.

13. Right to engagement is subject to the verification of eligibility, merit of an applicant and availability of vacancy.

14. The applicants are advised to visit the [academic arrangement portal](#) /check emails regularly for any updates.

15. Provisional merit list shall be displayed on the website and applicants shall have to report for objections / corrections, if any, within a stipulated time as notified.

16. Before the final submission, an applicant is advised to check the filled details and confirmation of payment of fee.

17. After the successful submission of application, the applicant will be acknowledged on his/her registered e-mail ID. Once submitted, application form will not be editable.

18. **IMPORTANT NOTE:** Due to the prevailing situation (COVID-19), the physical verification process may not be conducted prior to the preparation of merit lists.

