

# UNIVERSITY OF JAMMU

## CIRCULAR

It is for the information of all concerned Controlling Officers that the meeting of the Screening Committee is scheduled to be held in the month of January, 2026. As such, all the Controlling Officers are requested to submit the APRs/Work and Conduct Reports of the officials who are due for their placement at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Step under the existing Three Tier Career Advancement Scheme by 31<sup>st</sup> December, 2025 so that the same can be placed before the forthcoming Screening Committee.

*[Signature]*  
REGISTRAR 8/12/25

No: Estab/25/ 16993-17093

Dated: 08-12-2025

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies for information of DAA/DRS
3. Sr. P.A. to the Registrar/Controller of Examinations for information of the Worthy Registrar/COE
4. Director, DD&OE/CDC/DLL/DIQA//Physical Education/MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Programme Coordinator, NSS
12. Medical Officer, UHC
13. All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Chief Accounts Officer
16. Executive Engineer, UWD
17. Manager Guest House
18. President, JUTA/JUOWA/JUNTEU/JUNGEU
19. Security Officer
20. All Sections
21. Computer Assistant (Estab/NTW) for E-mail to Rector/Assistant Registrar Baderwah Campus & Kathua Campus
22. Guard File

AP-I

For n/a.

*[Signature]*  
08/12/25

