



# UNIVERSITY OF JAMMU

## ORDER

In pursuance to order No. Estab./25/22260-68 dated 27/03/2025 & Addendum No. Estab/25/11567-73 dated 04/11/2025 and on the recommendations of the Screening Committee, the Vice-Chancellor has been pleased to authorize placement of the following incumbents in the 1<sup>st</sup> Step under Three Tier Career Advancement Scheme in their personal capacity without change in their designation w.e.f. the date mentioned against each as under: -

S. NO.	NAME OF THE EMPLOYEE & EMP. NO. (S/SH/MS.)	DATE OF JOINING IN SUPERNUMERARY POST IN PAY LEVEL L-2 (19900-63200)/ REGULARIZATION IN SUBSTANTIVE POST IN PAY LEVEL L-4 (25500-81100)	DUE DATE OF 1 <sup>ST</sup> STEP CAS IN PAY LEVEL 6 (35400-112400) AFTER 8 YEARS W.E.F.
1.	RAKESH SHARMA (N-3455) (Electrician) (UWD)	01/09/2015 as Assistant 03/06/2025 as Electrician	01/04/2024
S. NO.	NAME OF THE EMPLOYEE & EMP.NO. (S/SH/MS.)	DATE OF JOINING IN SUPERNUMERARY POST IN PAY SL-1 (14800-47100)/ REGULARIZATION IN SUBSTANTIVE POST IN PAY SL-3 (16900-53500)	DUE DATE OF 1 <sup>ST</sup> STEP CAS IN PAY LEVEL 2 (19900-63200) AFTER 8 YEARS W.E.F.
2.	VIJAY LAXMI (N-3282) (Library Attendant in dept. of Economics)	27/06/2017 As Helper 31/01/2024 Library Attendant	27/06/2025
S. NO.	NAME OF THE EMPLOYEE & EMP. NO. (S/SH/MS.)	DATE OF JOINING IN SUPERNUMERARY POST IN PAYS L-1 (14800-47100)/ REGULARIZATION IN SUBSTANTIVE POST IN PAY SL-1 (14800-47100)	DUE DATE OF 1 <sup>ST</sup> STEP CAS IN PAY LEVEL 1 (18000-56900) AFTER 8 YEARS W.E.F.
3.	NEELAM DEVI, (N-3286) (MTS) (Dept. of H.Sc.)	27/06/2017 As Helper 04/02/2025 MTS	27/06/2025
4.	SUMAN LATA (N-3287) (MTS) (Dept. of H.Sc.)	27/06/2017 As Helper 04/02/2025 MTS	27/06/2025
5.	MADAN LAL (N-3285) (MTS) (Arboriculture)	27/06/2017 As Helper 04/02/2025 MTS	27/06/2025
6.	JUGAL KISHORE, (N-3269) (MTS) (Bdw Campus)	30/05/2017 As Helper 16/05/2025 MTS	30/05/2025
7.	VICTOR SOTRA (N-3203) (Security Guard)	26/02/2016 As Helper 03/11/2025 (AN) Security Guard	01/04/2024
8.	GURPREET (N-3278) (Security Guard)	12/04/2017 As Helper 03/11/2025 (AN) Security Guard	12/04/2025

Pay of the above incumbents will be fixed under the provisions of the Jammu & Kashmir Civil Services (revised pay) Rules, 2018.

The incumbents placed in the 1<sup>st</sup> step shall be eligible to exercise their option to avail of the promotional benefits (non-functional) immediately after the date of placement in the 1<sup>st</sup> step or defer the same following the date of next annual increment. Such incumbents shall communicate their options in writing to the Establishment section-NTW within a period of the one month from the date of issuance of order. The option once exercised shall be treated as final.

The employees placed in the 1<sup>st</sup> step shall continue to hold their designation till such time they are promoted subsequently against the higher post in their respective category. In that case, their designations shall be changed and the 1<sup>st</sup> step scale held by them in their personal capacity shall be declared substantive from the date of such promotion without any change in their pay being drawn in the said scale.

**Note:** The placement of the above-mentioned employees shall take effect notionally from the date of placement and prospectively with effect from the date of issuance of this order.

By order,

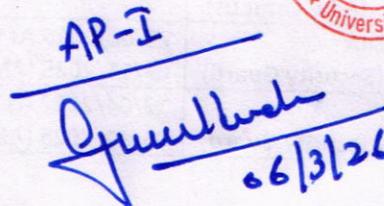
  
REGISTRAR 5/3

No. Estab./26/ 22863-82  
Dated 05/03/2026

Copy to: -

1. Special Secretary to Vice-Chancellor for the information of Worthy Vice-Chancellor.
2. Sr. P.A. to Registrar for the information of Worthy Registrar.
3. Rector, Bhaderwah Campus for information
4. Director, Centre for IT Enabled Services & Management with the request to get it updated on the Samarth Portal.
5. Head Department of Home Science/Economics
6. Chief Security Officer, for information.
7. Landscaping Development officer for information.
8. Executive Engineer, UWD, for information.
9. Chief Accounts Officer.
10. All Controlling Officers.
11. Assistant Registrar (Budget)
12. All Concerned
13. Guard file.



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06/3/26