

INSTRUCTIONS FOR ONLINE FILLING OF COLLEGE PREFERENCES FOR ACADEMIC ARRANGEMENT 2021-22

1. For online filling of college preferences, Academic Arrangement Web portal will open from 18/07/2021 to 23/07/2021. All the candidates, irrespective of their serial number in the merit list are required to fill college preferences of each college, they wish to get engaged in.

2. Prepare your preference list before filling your choices online. A candidate has to fill all colleges where the post of their subject is available in the dropdown list.

3. All the candidates in their own interest are advised to go through the instructions before they start filling the college preferences.

4. Adopt the following procedure pointwise for filling college preferences:

a) Login at academic arrangement web portal <https://jammu2021.acadarrangement.in> using your application number and date of birth and the OTP that will be sent to your primary (first) registered mobile number.

b) In case you don't receive the OTP, you can contact the helpdesk e-mail mentioned in the web portal.

c) List of colleges/subject-wise vacancies shall be available on the website. Choose the colleges in the order of your preference for engagement and save the choices at the end. You can also edit the saved choices later if you want.

d) After making sure that your saved preference list of colleges is final and you don't want any further change in it, *LOCK YOUR COLLEGE PREFERENCE CHOICES* before the last date.

LOCKING OF CHOICES IS COMPULSORY. IF A CANDIDATE FAILS TO LOCK COLLEGE PREFERENCES WITHIN THE STIPULATED PERIOD, IT WILL BE ASSUMED THAT THE CANDIDATE IS NOT INTERESTED IN JOINING ON ACADEMIC ARRANGEMENT AND HIS CANDIDATURE SHALL NOT BE CONSIDERED FOR ENGAGEMENT IN ANY COLLEGE THEREAFTER.

e) Take a printout of college preferences filled by you for your record and reference.

CHOICES ONCE LOCKED CANNOT BE EDITED. CHOICES SUBMITTED WILL BE FINAL ONLY AFTER PRESSING LOCK BUTTON.

NOTE THAT TAKING A PRINT SCREEN OF THE CHOICES, "THAT HAVE NOT BEEN LOCKED" IS NOT A VALID PROOF OF HAVING SUBMITTED THE CHOICES.

5. After the expiry of last date of submission of preferences, online allocation of the colleges will be done and E-mails will be sent to the successful candidates. The candidates can find the college allotted to them by the login option.

6. Engagement of the candidate, who fails to join the college allotted in the stipulated time frame shall be cancelled and shall not be considered for further engagement during the session 2021-22.

7. At the time of joining, a candidate will have to produce all original documents before the concerned Principal for Scrutiny/verification and will also be required to sign the agreement as per Performa.

8. Vacancies created by non-joining of candidates engaged in first round of allocations shall be filled by the waiting list candidates in the order of merit on the basis of preferences already filled by the candidate.

9. All engagements are subject to writ petitions pending in Hon'ble High Court or CAT UT of J&K.

10. THE NUMBER OF COLLEGE VACANCIES ARE SUBJECT TO CHANGE DUE TO THE TRANSFERS/POSTINGS OF THE PERMANENT FACULTY OR ANY OTHER REASON. NO NOTICE TO THIS EFFECT SHALL BE ISSUED.

11. CANDIDATES SELECTED FOR THE ENGAGEMENT IN CLUSTER UNIVERSITY OF JAMMU, GCW PARADE, WILL NOT BE CONSIDERED FOR ENGAGEMENT IN THE COLLEGES AFFILIATED TO THE UNIVERSITY OF JAMMU. CANDIDATES AS SUCH ARE ADVISED TO CHOOSE PREFERENCES ACCORDINGLY.

I HAVE READ THE TERMS AND CONDITIONS CAREFULLY AND I FULLY ABIDE BY THE SAME.