

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ACADEMIC ARRANGEMENT 2021-22

1. Follow the guidelines issued for the Academic Arrangement (Session 2021-22) notified vide [Govt. Order No. 58-JK\(HE\)](#) of 2021 Dated: 25-02-2021 and advertisement notice no. [DC/HE/Adv/AA/JD/2021](#) by the Higher Education Department, Govt. of UT Jammu & Kashmir
2. Application deadline is 11-05-2021.
3. Applications will be received through online mode only ([Apply Online](#)).
4. **The applicants can link their previous application details and uploaded documents whilst providing their application No. (If applied for the last year call), verify your previous [Application no.](#)**
5. Document to be submitted along with the application
 - i. Domicile/State Subject 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. NET/SLET/SET Certificate.(conducted by NTA)
 - vii. Bonafide certificate (e.g. Regular degree obtained from outside the UT of J&K rather than Distance Mode), if required.
 - viii. Experience Certificate only from Govt. Colleges/State Universities of UT of J&K.
 - ix. Online certificate courses of minimum four weeks duration each, if any.
 - x. Category/Physically Handicapped certificate, if any.
 - xi. Certificate of Post Doc fellowship, 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 be not 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).

It is also advised to regularly check messages and emails for any updates.

11. Applicants having marks in CGPA are required to upload a conversion certificate (from CGPA to percentage) from 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 applicant and availability of vacancy.

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

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

16. Before the final submission 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 you cannot edit the form.

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.