CIRCULAR

All Officers of the University/Deans of the faculties/Heads of the Divisions/Co-ordinators/ I/c Regional Research Stations/ Sub-Stations/CSSs/KVKs are requested to forward the Bio-data (as per enclosed proforma) of non-teaching employees working under their control, if any, who are interested to opt for placement in next higher pay scale under Two Tier CAS in vogue and have become eligible upto 31.12.2017.

The applications/Bio-data complete in all respect should reach to office of Registrar upto 28th February, 2018.

Sd/-
Registrar

No: AUJ/Est./G-390/17-18/ 5757-5820
Date: 02.02.2018

Copy for information to:
- All Officers of SKUAST-J
- Dean, FoA/Dean F.B.Sc/Dean, FVSC. & AH., SKUAST-J.
- All HoDs
- Chief Scientist FSR/WMRC Chatha
- I/c Station/Sub-Station/KVKs
- All Dy. Registrars/Dy. Comptrollers
- Scientist Incharge Data Centre with the request to upload the same on the University Website.
- Corresponding section Secrecy and Legal
- SVC for kind information of Hon’ble Vice-Chancellor
- General Correspondence file (w3sc)

Asstt. Registrar (Est./NT)
Annexure to Circular No.: AUJ/Est./G-390/2017-18/5451-5827 dated 08/02/2018

APPLICATION FORM FOR PLACEMENT IN NEXT HIGHER GRADE UNDER TWO TIER CAREER ADVANCEMENT SCHEME (TTCAS)

<table>
<thead>
<tr>
<th>Name of the Employee with parentage</th>
<th>Date of Birth</th>
<th>Details of First Appointment</th>
<th>Date of placement in next higher scale</th>
<th>Present Designation and place of posting</th>
<th>Present status after issuing U. O. No. 51(Est.) of 2016 dated 12-09-2016 &amp; U. O. No. 03(Est.) of 2018 dated 08-01-2018</th>
<th>Next pay scale due as per TTCAS (FUM/SUM)</th>
<th>Due date for placement in next higher scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Date of Joining</td>
<td>Pay Scale under CAS</td>
<td>under %age Promotion Quota</td>
<td>Pay scale</td>
<td>Date from which present grade is drawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Certified that the statements given here above are true and to the best of my knowledge

The pay scale and post held by the concerned official are verified as per service record

Completion of the prescribed regular satisfactory service in the grade pay and pay band is verified

Signature of the Employee

Signature of the DDO

Signature of Head/In-charge Head

Counter signature
Dean/Director