CIRCULAR

All Officers of the University/Deans of the faculties/Heads of the Divisions/Co-ordinators/1/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 31.12.2018.

The applications/Bio-data complete in all respects should reach to office of the Registrar upto 18.01.2019.

No: AUJ/Est./ G-390(D-05) /18-19/ 6.4.3 - 98

Date: 12-12-2018

Copy for information to:
1. All Officers of SKUAST-J
2. Associate Director Extension & 1/c KVKS
3. All HoDs
4. Chief Scientist FSR/WMRC Chatha
5. 1/c Data Centre with the request to upload the same on the University Website
6. 1/c Station/Sub-Station/KVKs
7. Corresponding section Secrecy and Legal
8. SVC for kind information of Hon'ble Vice-Chancellor
9. General Correspondence file (w3sc)

Sd/-
Registrar

[Signature]

Asstt. Registrar (Est.)
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 in SKUAST vide U. O. No.</th>
<th>Date of placement in next higher scale (if any vide U. O. No.)</th>
<th>Present post held vide U. O. No.</th>
<th>Due date for placement in the next higher pay scale as per TTCAS (FUM/ SUM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Designation Date of Joining Pay Scale under OTCAS/ TTCAS</td>
<td>under Selection Scale/ Selection Grade</td>
<td>Designation Date of Joining Pay scale</td>
<td>Date from which present Pay scale held</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Signature of the Employee

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

Signature of concerned Assistant Comptroller/Accounts Officer

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

Signature of Head/In-charge Head

Counter signature
Dean/Director