CIRCULAR

In continuation to this office Circular No: AUJ/Est./G-390/19-20/2279-2338 dated 29.07.2019, 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 31.08.2019.

The applications/Bio-data complete in all respects should reach to office of the Registrar upto 11.09.2019.

No: AUJ/Est./G-390/19-20/3567-3626
Date: 06-09-2019

Copy for information to:
- All Officers of SKUAST-J
- All HoDs
- Chief Scientist FSR/WMRC Chatha
- I/c Data Centre with the request to upload the same on the University Website
- I/c Station/Sub-Station/KVKs
- SVC for kind information of Hon'ble Vice-Chancellor
- Corresponding section Secrecy and Legal
- General Correspondence file (w3sc)

Asstt. Registrar (Est./NT)
<table>
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<tr>
<th>Date of Birth</th>
<th>Name</th>
<th>Father's Name</th>
<th>Mother's Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2000</td>
<td>John</td>
<td>Smith</td>
<td>Doe</td>
<td>123-456-7890</td>
</tr>
</tbody>
</table>

**Signature:**

[Signature]

**Date:** 12/01/2020

**Remarks:**

[Remarks]

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**Application Form for Placement in Next Higher Grade Under Two Year Career Advancement Scheme (TYCAS)**

**Department:** Sciences and Technology of Jamia

**Signature:**

[Signature]

**Date:** 12/01/2020

**Remarks:**

[Remarks]