As approved by the Hon'ble Vice-Chancellor, the following Assistant-Cum-Typists (Selection Scale) are promoted as Head Assistants in Pay Band of Rs. 9300-34800+GP 4200 (pre-revised) with immediate effect as per the details given below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Official</th>
<th>Present Place of posting</th>
<th>New Place of posting as Head Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Sh. Ashok Kumar</td>
<td>Directorate of Education</td>
<td>KVK, R. S. Pura against available vacant post</td>
</tr>
<tr>
<td>02</td>
<td>S. Kamaljeet Singh</td>
<td>Directorate of Research</td>
<td>Estates Division against available vacant post</td>
</tr>
</tbody>
</table>

This is in terms of Class IV, Category – 1 of Schedule-I to Chapter-III (General Administration Cadre) of SKUAST Statutes.

The Pay Band and Grade Pay of the above incumbents granted under Two Tier Career Advancement Scheme shall be held by them in their personal capacity and there will be no change in the Pay Band and Grade Pay on promotion as Head Assistant and shall be on probation for a period of two years in pursuance to Clause -18, Chapter – III (Recruitment of Employees other than Officers & Teachers of the University) of SKUAST Statutes.

Sd/-
Registrar

No: AUJ/Est./G-390-D-5/18-19/6697-6760
Date: 15.01.2019

Copy to:
- All Officers of the University
- Associate Director Extension & I/c KVKs
- Chief Scientist, FSR/WMRC, Chatha
- Coordinator, School of Biotechnology, SKUAST-J
- I/c University Examination Cell, SKUAST-J
- Incharge, Data Center for uploading on the University website
- All Incharge Stations/Sub Stations/KVKs/CSS
- All Dy. Registrars/Dy. Comptrollers
- All Asstt. Registrars/Asstt. Comptrollers/Accounts Officers
- SVC for the kind information of Hon'ble Vice-Chancellor
- Corresponding section Legal/Secrecy
- All Concerned
- University Order file w.3.s.c
Consequent upon the re-designation of five posts of Assistant-Cum-Typist (Selection Scale) as Head Assistants in personal capacity notified vide University Notification No. 30(Secy.) of 2018 dated: 14.12.2018, the following Assistant-Cum-Typists (Selection Scale) are hereby re-designated as Head Assistants with immediate effect in Pay Band of Rs. 9300-34800+GP 4200 (pre-revised) as per the details given below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Official</th>
<th>Present Place of posting as ACT</th>
<th>New Place of posting after re-designated as Head Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Sh. Shiv Charan Sharma</td>
<td>Dean, FoA</td>
<td>Dean office, FoA</td>
</tr>
<tr>
<td>02</td>
<td>Ms. Rekha Sahni</td>
<td>Directorate of Education</td>
<td>Directorate of Education</td>
</tr>
<tr>
<td>03</td>
<td>Sh. Naresh Kumar Khajuria</td>
<td>Directorate of Extension</td>
<td>Directorate of Extension</td>
</tr>
<tr>
<td>04</td>
<td>Sh. Vijay Singh</td>
<td>RARS, (attached with ACRA, Dhiansar)</td>
<td>KVK, Kathua against the available vacant post of Assistant.</td>
</tr>
<tr>
<td>05</td>
<td>Ms. Kiran Bala</td>
<td>Comptroller Office</td>
<td>Comptroller Office</td>
</tr>
</tbody>
</table>

The posts of aforesaid re-designated Head Assistants shall revert back to Assistant-Cum-Typist cadre as and when their posts fall vacant due to superannuation or otherwise. The re-designation of the above Assistant-Cum-Typist (Selection Scale) shall not distort the hierarchy/structure of the cadre.

The Pay Band and Grade Pay of the above incumbents granted under Two Tier Career Advancement Scheme shall be held by them in their personal capacity and there will be no change in the Pay Band and Grade Pay on re-designation as Head Assistant and shall be on probation for a period of two years in pursuance to Clause -18, Chapter – III (Recruitment of Employees other than Officers & Teachers of the University) of SKUAST Statutes.

By Order

Sd/-
Registrar

No: AUJ/Est./G-390-D-5/18-19/6761-6824
Date: 15.01.2019

Copy to:
- All Officers of the University
- Associate Director Extension & I/c KVKs
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Asstt. Registrar (Est.) NT

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