



Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu

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**.

**Sd/-
Registrar**

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)

[Signature]
9.9.19
Asstt. Registrar (Est./NT)



SKUAST
Jammu

Registrar Office
Chatha, Jammu, J & K 180 009, INDIA

"An institution for sustainable agriculture for food and nutritional security"
"Healthy Soils for a Healthy Life"

Visit us at: www.skuast.org
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0191-2262012


**Sher-e-Kashmir University of Agricultural
 Sciences and Technology of Jammu**

APPLICATION FORM FOR PLACEMENT IN NEXT HIGHER GRADE UNDER TWO TIER CAREER ADVANCEMENT SCHEME (TTCAS)
 Annexure to Circular No.: ALJ/Est./G-390/2019-20/3567-3626 dated 06/08/2019

Name of the Employee with percentage and Designation	Date of Birth	Details of First Appointment in SKE/AST vide U.O. No. _____			Date of Placement in next higher scale (if any vide U.O. No. _____)		Present post held vide U.O. No. _____			Date from which present Pay scale held	Next pay scale due as per TTCAS	ID no.
		Designation	Date of Joining	Pay Scale	under Selection Scale/ Selection Grade	under OT/CAS/ TTCAS	Designation	Date of Joining	Pay scale			
1	2	3	4	5	6	7	8	9	10	11	12	

FCN= First Upward Movement
 SUM= Second Upward Movement

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



Counter signature
Dean/ Director

Handwritten initials and signature

Signature of the Em
Assistant Comptroller/ Accounts Officer

Signature of Head/In-charge