

Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Jammu.

Subject:- Guidelines for engagement of candidates on Academic Arrangement in Higher Education Department.

Government Order No.:- **S8** -JK (HE) of 2021

Dated: 25 -02-2021

In supersession to all previous orders on the subject, sanction is hereby accorded to the issuance of guidelines for hiring the services of candidates purely on **academic arrangement** basis in Higher Education Department for the session 2021-22.

1. General:-

In these Guidelines the teaching staff so hired will be known as Lecturer/Teaching Assistant/PTI/Librarian etc in the Higher Education Department in various colleges in the UT of Jammu and Kashmir.

Provided that if the Lecturer (academic arrangement) in relevant qualification is not available, the Teaching Assistant shall be given a chance to render services. Provided further that the faculties for academic transactions may also be arranged as Guest, Adjunct and visiting faculty for special/skill courses or subjects allotted to various colleges. The Academic Arrangement shall be made by virtue of advertisement/notification through Nodal Principals for short listing of the candidates on academic arrangement. While-as for Engineering, Architecture/Nursing & other professional colleges/programs, the respective Principal of the institutions or other program will invite application or arrange services of Guest/visiting/adjunct faculties separately.

2. Procedure for hiring of Services:-

- i. Director Colleges, J&K, in consultation with the respective Steering Committee for Government Colleges, will firm up requirement of faculties for each subject and for each college as per allocation of various courses/streams in various Higher Education Institutions (HEI) as per norms adopted.
- ii). Notwithstanding anything to the contrary contained in any rule or order for time being in force relating to the method of recruitment and conditions of service for recruitment in any service, or to any post under the Government, the engaging authority viz, Nodal Principal for Govt. Degree Colleges or Principals of GCET/Architecture/Nursing colleges, in consultation with the Steering Committee and prior approval of Director Colleges, may hire the services of qualified candidates as **need based contractual faculty for the colleges other than Cluster Universities/Autonomous Colleges** through open advertisement as per the evaluation criteria notified for the particular type of college, for a period of one academic session. This arrangement will however be made only if the enrolment is (minimum 25 student) for the particular subject allotted to the college. The contractual Services shall automatically terminate at the end of the academic session 2021-22, or on appointment of regular faculty without any prior notice.

Provided that arrangement as may be made for academic session shall be purely on need based in any of the College, shall and shall always be on academic arrangement only without conferment of any preferential

right for engagement on regular basis against any posts at any stage, which shall strictly be made by the statutory body in accordance with the relevant Recruitment Rules in vogue;

- iii). On expiry of academic session 2021-22, fresh advertisement notice will be issued by the Nodal Principals, Jammu/Kashmir for all Government Degree Colleges /Principals GCET/ Principal Nursing & School of Architecture respectively in consultation with the Steering Committee with prior approval of Director Colleges as per the terms and conditions;
- iv). No candidate shall be allowed to report for rendering services unless he/she execute an agreement with the Higher Education Department on the prescribed form appended as **Form "A"** for an academic session.
- v). The services of the candidate shall terminate on expiry of academic session or the contract can be terminated in between under one month's notice from either side or on payment of one month's remuneration in lieu of notice by the engaging authority. No pay/salary/honorarium shall be paid during vacation period of Government Degree Colleges (Professional/Non-Professional).

3. Eligibility:-

Eligibility for appointment of various categories of assignment will be as follows for Degree Colleges:-

S.No	Category	Minimum Qualification
1	Lecturer/PTI/Librarian	Master Degree in relevant subject with at least 55% marks (50% excluding any grace Marks, in case of SC/ST/differently abled with NET/SET/ SLET) or Ph.D.
In case of the Ph.D./M.Phil/NET/SET/ SLET candidates are not available, the following teaching faculty may be engaged on need based faculty purely on need basis.		
2.	Teaching Assistant	Master Degree in relevant subject with at least 55% marks (50% excluding any grace Marks, in case of SC/ST/differently abled).

4. Selection Criteria:-

The Selection criteria will be firmed up by the Chairperson of the Selection Committee in consonance with recruitment rules in vogue for the concerned cadre of the services as per the following breakup:-

services as per the following breakup:-

S.No.	Academic Record	Score			
1.	Graduation	85% & above = 15	70% to less than 85% = 13	55% to less than 70% = 10	50% to less than 55% = 08
2.	Post-Graduation	75% & above = 25	65% to less than 75% = 23	55% (50% in case of reserved categories) to less than 65%= 20	
3	M. Phil	60% & above= 08	55% (50% in case of reserved categories)to less than 60% = 06		
4.	Ph. D	30			
5.	NET/SLET/SET	08			
6.	Online Certificate Courses i.e. MOOCS, SWAYAM, NPTELS, ARPIT etc.	02 points (0.5 Points per online courses)			
7.	Teaching Experience	One point for each academic session of not less than six months, subject to maximum of 10 points	Teaching experience certificates issued by any recognized Universities and recognized Govt. Degree Colleges of UT of J&K shall only be considered		
8.	Post Doc	02			
Total				100	

5. Selection Committees :-

(a) Degree Colleges. The selection of candidates for the posts of teaching faculty and technical faculty shall be made by a Selection Committee comprising of (Division Jammu/Kashmir):-


- | | |
|---|------------------|
| 1. Director, Colleges J&K | Convener |
| 2. Nodal Principal, Jammu/Kashmir | Member Secretary |
| 3. Two Principals of GDC Jammu (nominated by Convener) for Jammu Division Colleges. | Member |
| 4. Two Principals of GDC Kashmir (nominated by Convener) for Kashmir Division Colleges. | Member |
| 5. Representative of Administrative Department (Under Secretary or above) | Member |

(b) GCETs:- The selection of candidates for the posts of faculty and technical faculty in the GCET Jammu/Safapora and School of Architecture Jammu/Kashmir shall be made by a selection committee comprising of:-

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|--|------------------|
| 1. Director Colleges, Jammu and Kashmir. | Convener |
| 2. Principal of the concerned institution | Member Secretary |
| 3. One subject expert from IIT/NIT/SMVDU/IUST | Member |
| 4. One Subject expert from GCET/SoA (nominated by the Member Secy.) | Member |
| 5. Representative of Administrative Department (HED) (Under Secretary or above). | Member |

(c) B.Sc. Nursing colleges:- The selection of candidates for the posts of faculty and technical faculty in the B. Sc. Nursing College, WC Gandhinagar, Jammu and WC M.A. Road Srinagar shall be made by a selection committee comprising of:-

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|---|----------|
| 1. Director Colleges, Jammu and Kashmir | Convener |
| 2. Principal, WC Gandhinagar, Jammu/WC M.A. Road Srinagar | Member |
| 3. Principal, B. Sc. Nursing College Jammu/Kashmir Secretary | Member |
| 4. Medical Superintendent Govt. Hospital Gandhinagar Jammu/
Medical Superintendent Govt. Hospital JLNMRainawari Srinagar | Member |
| 5. Representative of Administrative Department (HED) (Under Secretary or above). | Member |



**Provided that the Nodal Principal Jammu/Kashmir shall advertise and shortlist the eligible candidates as per notified criteria for academic arrangement before the commencement of academic session on need base engagement (Winter Zone & Summer Zone).*

**Provided also that the Principal GCET Jammu/Safapora and SOA Jammu/Safapora shall advertise and shortlist the eligible candidates as per notified criteria for need base engagement before the commencement of academic session (Winter Zone & Summer Zone).*

**Provided also that the Principal B. Sc. Nursing Jammu/Srinagar shall advertise and shortlist of eligible candidates for need based engagement as per notified criteria before the commencement of academic session (Winter Zone & Summer Zone).*

6. Mode of Engagement of Academic Arrangement :-

The respective Nodal Principals of both the divisions shall invite applications through advertisement/notification in electronic and print media for wide publicity. After assessing the merit of the candidates in a fair and transparent manner, the respective Nodal Principal shall prepare a subject wise merit list of candidates purely on the basis of notified selection criteria. The select list will be displayed effectively for information of candidates and objections preferred to be scrutinized for proper disposal before finalizing the merit list. The merit list so drawn shall be valid for one academic session.

7. Remuneration:-

The candidates engaged on need based requirement for the entire academic session under these rules shall be paid a consolidated monthly remuneration out of Central Pool/ Local Funds after prior authorization from competent authority as per remuneration already notified vide Govt. Order 219-HE of 2018 dated 28-03-2018 amended from time to time.

The Principals of respective colleges shall be authorized to identify, empanel and engage "Skill Knowledge" instructors/Tradesman as per the actual requirement of their colleges and also provided that such Skill imparting instructors/Tradesman engaged for Skill/Employability Enhancement Courses/Credits shall be paid upto the maximum of only Rs. 30,000/- for each semester. Provided that no Skill Program or Need Based Academic Arrangement will be implemented for the classes of less than 25 students.

8. Categories of Teaching Faculty to be hired on academic arrangement for skill courses/innovation: On Academic Arrangement (Assistant Professor/Teaching Assistant/Asstt. Librarian/ Asstt. PTI in following categories for special/skill subjects.

A .Guest Faculty: Concerned Principal of the institute may engage a Guest faculty after approval of Director, Colleges as per following terms and conditions:-

- i. **Qualification:** Guest/part time teacher should possess minimum qualification required for such post as Assistant Professor in the relevant subject or skill trade.
- ii. **Honorarium:** Rs. 600/Lecture to a maximum of Rs. 1200/day.
- iii. **Engagement of Guest/Part time teachers shall be governed as under:-**
 - Guest/Part-time Teachers may be appointed only against allocated subjects in the colleges and on Pool Fund after prior authorization from Director Colleges.
 - Selection procedure for appointing Guest/Part time Teachers should be in conformity with UGC norms.
 - Guest/Part time Teachers may not be treated like regular teachers of the faculty for the purpose of voting rights or for becoming the members of the boards of studies.
 - Retired teachers may also be considered for hiring of Guest/Part time teachers upto 70 years provided he/she is qualified & having requisite experience.
 - Guest/Part time teachers may not be entitled for other benefits besides honorarium viz - Leave, Maternity Leave etc.

B. Visiting Faculty: Concerned Principal of the institute may engage a visiting faculty after approval of Director, Colleges as per keeping in view the standards of teaching norms of UGC as per terms and conditions:-

- I. **General:** A visiting faculty member should be an eminent scholar in his/her field and holding the post at least as Associate Professor in a recognised Higher Education Institute

or a person who has achieved distinction in a particular discipline/skill should be considered for engaging as visiting faculty.

II. Tenure:- The maximum tenure of visiting faculty is one academic session and not less than two months or 90 hours of teaching. The maximum age of visiting faculty shall not be above 70 years.

III. Honorarium:- The honorarium payable should not exceed Rs. 15000/- per month, in case a person is appointed from outside the UT of J&K, may be paid an honorarium with travel & boarding lodging facilities.

IV The same person may not be invited as visiting faculty more than twice in a year in the same College.

C. Adjunct Faculty:-

The adjunct faculty will be engaged by the Director, Colleges based on recommendations of the Steering committee keeping in view UGC norms and available human resource. The period of empanelment will be from 6 months to one year. The strength of adjunct faculty may be as per the requirement of skilled/vocational courses.

The empanelled adjunct faculty is expected to undertake the following assignments:-

- **Teaching** (Skill based vocational courses and innovation/incubation in various colleges.)
- **Training:-** They will facilitate to setup workshop and innovation labs, providing hands on training to the students/faculty in the identified colleges.
- **Innovation:-** They shall supervise the research and innovation of students in the area of their interest or specialization/start ups etc in Higher Education Institutions.
- **Honorarium:-** The adjunct faculty will be provided an honorarium as negotiated subject to maximum of Rs. 50,000/- per month and Rs. 1000/- per lecture to a maximum of Rs. 4000/- per day.
- Adjunct faculty will work at the host institution for a minimum of five days per visit.
- **Monitoring:-** At the end of assignment every adjunct faculty will submit a performance report to the Host College with the copy to Director Colleges J&K.

The Director Colleges J&K and respective Nodal Principals shall ensure engagement of teaching faculties against sanctioned strength and allocated subjects in the colleges well in time, during academic session. Further the Committees constituted shall ensure strict adherence of all the requisite guidelines/procedure being followed before and during engagement of academic arrangement viz. undertaking, qualification certificate, merit list, advertisement notice etc.

By order of the Government of Jammu and Kashmir.

Sd/-

(Talat Parvez Rohella)

Commissioner/Secretary to Government
Higher Education Department

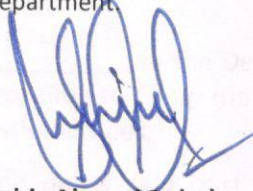
Dated:- 25-02-2021

No:- HED/Gaz/Acad.Arrang./36/2021

Copy to the:-

1. Joint Secretary, Ministry of Home Affairs.
2. Principal Secretary to Hon'ble Lt. Governor, J&K, Jammu.
3. Commissioner/Secretary to Govt. General Administration Department.
4. Secretary to the Government, ARI and Trainings Department.
5. Secretary to the Government, Department of Law, Justice and Parliamentary Affairs.

6. Director Colleges, Higher Education department, J&K
7. OSD to Hon'ble Advisor (B).
8. Registrar, IIT/NIT/SMVDU/IUST.
9. Registrar, Cluster University Srinagar/Jammu.
10. Nodal Principal, Jammu/Kashmir.
11. All Principals of Government Degree Colleges/GCET Jammu/Safapora/B.Sc Nursing Colleges Jammu/Srinagar/Autonomous Colleges.
12. Private Secretary to Comm./Secretary to Government, Higher Education Department
13. PS to Financial Commissioner, Health and Medical Education Department.
14. In-charge website.
15. Stock File.



(Shabir Ahmad Baba)

Under Secretary to Government
Higher Education Department

'FORM A'

This Agreement is made on _____ day of _____ between the Higher Education Department of Jammu and Kashmir through the appointing authority of the one part and Sh./Smt. _____ S/O,D/o, W/o _____ residing at _____ (hereinafter called as the appointee on academic arrangement basis) of the other part;

Whereas, the post of _____ in the Department of _____ has fallen vacant and it is likely to take a lot of time to fill up the said post through the existing process of selection and appointment in accordance with the rules;

And whereas; Administrative exigency warrants immediate filling up of said post in public interest;

And whereas, the Government has decided to fill up the available vacancies immediately on academic arrangement basis under Jammu and Kashmir Higher Education Department (Engagement on Academic Arrangement Basis) Rules, 2021;

And whereas, the selection committee, constituted vide Govt. Order No. _____ dated _____ inviting applications from the persons eligible for the post has selected the candidate on academic arrangement basis for the post of _____ and his/her engagement has been approved by the competent authority on academic arrangement basis.

Now this agreement witnesses and the parties hereto hereby agree as follows:-

1. That the engagement of the candidate shall be purely on academic arrangement basis for a period of one year from the day of signing of this agreement or till post is filled up in accordance with the rules of recruitment governing the post, whichever is earlier;
2. That the engagement on academic arrangement basis of the candidate shall be terminable on either side by prior notice of one month or on payment of one month's salary by the appointing authority;
Provided that the engagement of the candidate shall be terminable without notice by the engaging authority whenever the post is filled up under rules and the candidate shall have no claim against the Government or the engaging authority.
3. That the candidate on academic arrangement basis shall submit himself/herself to the orders of the Government and the officers and the authorities under whom he/she may be placed from time to time by the Government.
4. That the Government will pay a candidate consolidated remuneration as per Government Order No. _____ dated _____ of Higher Education Department (Engagement on Academic Arrangement Basis) as long as he/she remain in the service and actually performs his/her duties.
5. That the candidate shall be entitled to a casual leave of 15 days in an academic session. Any leave beyond that period, on whatever ground it may be treated as without pay/salary/honorarium.
6. That, if the candidate at any time willfully neglects or refuses to perform his/her duties, the engaging authority shall immediately terminate his/her engagement on academic arrangement basis without any notice and he/she shall not be entitled to any honorarium for such period.

In Witness where of the parties hereto have herein signed this agreement.

Engaging authority
Higher Education Department

The candidate on Academic
Arrangement Basis

Witnesses:-

1. _____

2. _____

Witnesses:-

1. _____

2. _____