



**Government of Jammu and Kashmir  
Higher Education Department  
Civil Secretariat, J&K**

Subject:- Guidelines for engagement of faculty on Academic Arrangement/ Guest Faculty in Government Degree Colleges / GCET etc. of UT of Jammu & Kashmir.

**Government Order No: 137 -JK(HE) of 2024  
Dated: 01 -03- 2024**

In supersession of all previous orders issued on the subject, sanction is hereby accorded to the issuance of following guidelines for engagement of candidates as faculty purely on academic arrangement on need basis in the Higher Education Department.

**1. GENERAL GUIDELINES:**

With the implementation of National Education Policy, 2020, addition of new subjects and non-availability of adequate regular staff, Government Degree Colleges, autonomous colleges, GCET, constituent colleges of Cluster University, Jammu/ Srinagar, need to engage faculty on Academic Arrangement every year as Lecturer/Teaching Assistant /PTI/Assistant PTI/Librarian/Assistant Librarian as per prescribed norms and guidelines which are detailed hereunder:

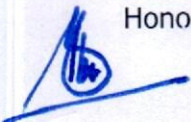
- i. The engaging authority shall be the Nodal Principals, Principals of GCET, Principals of School of Architecture, of the concerned divisions respectively.
- ii. All engagements on Academic arrangement for Govt Degree Colleges, Constituent Colleges and Autonomous institutions will be done through the respective Nodal Principals who may invite the applications giving choice to the candidates to apply either in Jammu Division or Kashmir Division to eliminate overlap/resignations/migration from one Institution /Division to another.
- iii. A Teaching Assistant (Academic Arrangement) may be engaged only if no eligible / qualified candidate for lecturer (Academic Arrangement) is available in the relevant specialization.
- iv. All engagements shall be made through an open advertisement and prescribed selection process as per the evaluation criteria notified.
- v. All selections /engagements shall be for a maximum of one academic session only.
- vi. The academic arrangement shall be purely need based and temporary and shall in no case confer any right for regular engagement or even continuation in any subsequent session. A fresh advertisement and engagement process shall be initiated for every academic session.
- vii. The faculty on academic arrangement will be engaged only if the enrolment in a particular subject allotted to a college is at least 25.
- viii. Notwithstanding the selection, no candidate shall be allowed to report for rendering services unless he/she executes an agreement with the Higher Education Department on the prescribed **Form-A** annexed herewith.
- ix. The Academic Arrangement can be terminated by either party before the end of the academic session by giving one month's notice from either side or on payment of one month's remuneration in lieu of notice by the engaging authority, with the approval of Director Colleges.
- x. Candidate who has been selected in a particular institution/ college under academic arrangement for a particular session shall not be permitted to join any other institution/College under the same scheme in the same academic session.



- xi. Engagement on academic arrangement basis shall not entitle such candidates to have any preferential claim for regularization of their services.
- xii. The engagement made under these guidelines shall be deemed to have been terminated on the last date of academic session without any notice in this behalf.
- xiii. The Director Colleges, J&K and respective Nodal Principals shall ensure engagement of need based academic arrangement of teaching faculty against justified work load and as per the allocated subjects.
- xiv. All committees constituted shall ensure strict adherence of all the requisite guidelines /procedure to be followed before and during the engagement of academic arrangement viz. undertaking, qualification certificates, merit list advertisement notice, etc.
- xv. The Academic arrangement candidates shall be allowed maternity leave (in case of female candidates) without remuneration on the basis of certificate issued by the concerned maternity hospital. Maximum limit for such leave shall be 30 Days.
- xvi. The faculty on academic arrangement shall be for one academic session excluding winter vacations in Winter Zone Colleges and summer vacations in Summer Zone Colleges. However, summer vacations in Winter Zone and winter vacations in Summer Zone shall be included.
- xvii. The faculty on academic arrangement shall be entitled to Casual Leave of 12 days on pro-rata basis during the academic session.
- xviii. Academic Arrangement candidate replaced by permanent faculty either by transfer or new appointment shall be re-engaged by dis-engaging the candidates with lowest merit in the concerned subject.
- xix. Academic Arrangement candidates shall attend the counselling in person/Online and shifting of college once allotted shall not be allowed.
- xx. Candidature of applicants in whose case overlap period between study and teaching experience is found shall be rejected without any notice.
- xxi. The engagement of the candidates for Academic Arrangements/ Guest Faculty shall be made Division-wise. Separate merit lists shall be prepared subject-wise for both the Divisions.

## **2. PROCEDURE OF ENGAGEMENT:**

- i) Director Colleges, J&K in consultation with the respective Selection Committees for **Government Degree Colleges, Constituent Colleges of Cluster University, Autonomous Colleges** will firm up the requirement of faculty for each subject and college wise allocation of various courses/streams in the Higher Education Institutions, sanctioned posts/pool fund and strictly as per norms prescribed. This arrangement will however be made only if the enrolment in a particular subject allotted to the college is at least 25.
- ii) An open advertisement with wide publicity specifying details including eligibility conditions and evaluation criteria and inviting application shall be issued at the beginning / before every academic session by the respective Nodal Principals.
- iii) After assessing the merit of the candidates in a fair and transparent manner, the respective Nodal Principals shall prepare a subject wise merit list of the candidates purely on the basis of notified selection criteria. The select list will be displayed widely and also placed on the respective websites for the information of candidates.
- iv) Any objections received shall be scrutinized for proper disposal before finalization of the merit list. The final merit list so drawn shall form the basis of engagements which shall be valid for one academic session only.
- v) Other Category of Teaching Faculty such as Guest Faculty may be engaged by the Institute after prior approval of Director Colleges in terms of Qualification, Honorarium, subject to the restriction of minimum enrollment of 10 students.



### 3. ELIGIBILITY

Eligibility for appointment of an academic arrangement candidate on various categories in Govt. Degree Colleges will be:

S.No	Category	Minimum Qualification
1	Lecturer/PTI/Librarian	Masters 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 relevant qualified Ph.D/NET/SET/SLET candidates are not available Teaching Assistant may be engaged purely on need basis:

S.No	Category	Minimum Qualification
1	Teaching Assistant	Masters 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 as per the merit compiled on the basis of Academic Record detailed hereunder:

Sno	Academic Record	Score
1	Graduation	20 (On Pro rata Basis)
2	Post-Graduation	25 (On Pro rata Basis)
3	M.Phil.	O Grade=07 A Grade=05 B Grade=04 C Grade=03
4	Ph.D.	25
5	NET with JRF NET SLET/SET	10 08 05
6	Experience (Teaching/ Post-Doctoral) 2 Marks per year up to the maximum of 20) However if the period of teaching / post doctoral experience is less than one year then marks shall be reduced proportionally.	20

**Note:** The maximum possible marks that can be awarded are limited as under:

- i) M.Phil. +Ph.D. Maximum: 25 Marks
- ii) JRF/NET/SET Maximum: 10 Marks

### 5. **SELECTION COMMITTEES:**

The selection of candidates for the posts of Teaching Faculty and Technical Faculty shall be made by the following Committee:

**i. Government Degree Colleges, Constituent Colleges of Cluster University, Autonomous Colleges;**

S No	Officer	Designation
1	Director Colleges, J&K	Convenor
2	Nodal Principal Respective Divisions	Member Secretary
3	Two Principals from Degree Colleges (Nominated by Administrative Department)	Members
4	Representative of Administrative Department (Not below the rank of Deputy Secretary)	Member



## ii. Government College of Engineering & Technology

S No	Officer	Designation
1	Director Colleges, J&K	Convenor
2	Principals of the concerned institution	Member Secretary
3	One expert from reputed institution. eg., IIT, NIT, etc. (nominated by Administrative Department)	Member
4	One expert from GCET/ Architecture College. (Nominated by Administrative Department)	Member
5	Representative of Administrative Department (Not below the rank of Deputy Secretary)	Member

It shall be the responsibility of respective Nodal Principals to advertise the position and draw up the merit lists. A similar exercise would be carried out by the Principals of the GCETs.

### 6. REMUNERATION

The candidates engaged on Academic Arrangement basis shall be paid a consolidated monthly remuneration in terms of Government Order No. 219-HE of 2018 dated 28.03.2018 issued in pursuance to the approval conveyed by the Finance Department vide their U.O No. A/99 (2003)-164 dated 24.03.2018, as under:

Academic Arrangement (Lecturers)	Rs: 28000 per month
Academic Arrangement (Teaching Assistant)	Rs: 22000 per month
Guest Faculty	Rs. 600 per lecture (60 Minutes) maximum to Rs. 1200/- per day and in no case exceeding Rs. 25000/- per month. (This shall include all evaluation & assessment of the courses assigned)
Visiting Faculty	Rs. 1000 per lecture.

No remuneration shall be paid during winter vacations in Winter Zone and summer vacations in Summer Zone

### 7. GUEST FACULTY:

Concerned Principals of the institutions may engage a Guest Faculty after prior approval of Director Colleges, J&K as per following terms & Conditions;

- i. Guest faculty should possess qualifications required for such post as Lecturer/Teaching Assistant in the relevant subject or skill trade.
- ii. The eligibility of guest faculty shall strictly be the same as that for need based academic arrangement.
- iii. No guest faculty may be engaged for more than 6 months in an entire academic session.
- iv. The concerned Principal shall make arrangements for online instruction with support of faculty/ principal of any sister institution in case the enrollment of students is very less.
- v. Candidate who has not applied under academic arrangement advertisement can also be engaged as guest faculty in case there is no candidate available as per the compiled list.
- vi. The principle of merit and eligibility should be strictly followed while engaging guest faculty.
- vii. The Guest Faculty shall be engaged only against allocated subjects in the colleges and paid from the Pool / Local Fund of the Colleges with prior authorization from Director Colleges and no post-facto permission shall be accorded.

8. **Visiting Faculty :**

- i. The concerned Principal(s) of the Institutions may invite a visiting faculty keeping in view the specialized requirements of the institutions and as per UGC Norms.
- ii. A visiting faculty member should be an experienced eminent scholar in his/her field (retired or working) holding the post of at-least an Associate Professor in the Higher Education Institution. A person who has achieved distinction in a particular discipline /skill can also be considered for being invited as visiting faculty for delivering lectures.
- iii. No visiting faculty can be invited for more than 10 lectures in an Academic Session.

**By order of the Government of Jammu and Kashmir**

**Sd/-**

**(Alok Kumar), IRS**

Principal Secretary to the Government

No.HED-estb/12/2022-04 (121858)  
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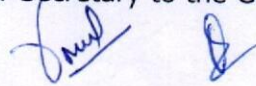
Dated. 01-03-2024

1. Principal Secretary to the Hon'ble Lieutenant Governor J&K.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
3. Director Colleges, J&K.
4. Director, Archives, Archeology & Museums, J&K.
5. OSD to Advisor (B) to the Hon'ble Lieutenant Governor for kind information of the Advisor.
6. Nodal Principal, Government College for Women, Parade, Jammu.
7. Nodal Principal, Amar Singh College, Srinagar.
8. Private Secretary to Principal Secretary to the Government, Higher Education Department.
9. In-charge Website, Higher Education Department.
10. Government Order file (w.2.s.c).
11. Stock file.



**(Sanjay Kumar Tickoo)**

Under Secretary to the Government



Form-A to the Government Order No. 137-JK(HE) of 2024 dated 01.03.2024.

**UNDERTAKING: FORM-A (To be executed by the 1st Class Magistrate)**

I \_\_\_\_\_ S/o  
D/o/W/o \_\_\_\_\_ R/o \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:

That I have been engaged as \_\_\_\_\_ in  
subject \_\_\_\_\_ on academic arrangement for the academic session  
2024-2025 for a period of one current academic session lasting up to \_\_\_\_\_ or  
till the post is filled up by transfer of permanent faculty or due to the appointment of  
candidate recommended by J&K Public Service Commission to the said post,  
whichever is earlier.

That the engagement on academic arrangement does not confer on me any  
right/preferential claim viz-a-viz the absorption against the posts on permanent  
basis or continuation thereof and shall not take any legal course in this regard.

That my service as Lecturer/Teaching Assistant/Assistant Librarian/ Librarian/  
PTI/Assistant PTI on academic arrangement basis is liable to be disengaged without  
any notice in case of any dereliction from duties or acting in a manner as may cause  
or contribute to indiscipline of any kind by me.

That I shall maintain punctuality and work to the entire satisfaction of the principal  
and student and I shall not act in a manner unbecoming of a Govt. Servant.

That I am neither working in any Government / Semi Government organisation nor  
pursuing any course. Also, I am not in receipt of any scholarship or financial support  
leading to the award of any degree /scheme/programme/ I have also not taken up  
any job on academic arrangement in \_\_\_\_\_ Division For the current academic  
session 2024-25.

That I will abide by the all rules and regulations as mentioned in the guidelines  
issued by the Higher Education Department UT of J&K vide Govt Order No:  
\_\_\_\_\_ dated: \_\_\_\_\_ and Advertisement notification  
issued vide No: \_\_\_\_\_ Dated: \_\_\_\_\_ by the Nodal  
Principal Jammu / Srinagar.

That all the documents furnished in support of my application for academic  
arrangement are genuine and in case any document is found fake/forged/tempered  
at any stage during or after the engagement, my candidature shall be cancelled and  
liable for refund of all dues paid besides, legal action warranted under rules.

