



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

**TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON ACADEMIC
ARRANGEMENT FOR SESSION 2025-26**

1. The criteria for eligibility, selection, remuneration and the engagement of the candidates for the academic session 2025-26 shall be strictly as per Govt. Order No: 137-JK(HE) of 2024, Dated: 01.03.2024. (Order copy available on the portal). Candidates are advised, in their own interest, to go through the order before submitting the online form.
2. The applicants should be domiciles of UT of J&K and should be below the age of 60 years. Any candidate acquiring the age of 60 years during the engagement period shall be disengaged at the date of attaining 60 years of age.
3. The online forms submitted by the applicants shall be scrutinized for calculation of tentative scores. During the scrutinizing process, the candidates may receive clarification queries on their portal account. The candidates must respond to the clarifications within the given timelines. As such in candidates' interest, they must regularly check the portal for any clarification/queries, which they need to respond to. Failure to respond to a clarification can render a candidate ineligible. There will be no other mode of communication, as such, all candidates have to check their emails regularly.
4. The primary criteria for calculating the grades shall be from the marks obtained in the qualifying examination. However, if the grades have been awarded in CGPA only in any degree / examinations, the conversion factor as mentioned in the CGPA score card shall only be accepted. If the marks or conversion factor is not mentioned in the scorecard, the conversion certificate (from CGPA to percentage) issued by the controller of examination of the concerned University, for the purposes of calculation of the merit, shall be accepted and must accompany the transcript.
5. If the postgraduate degree of a candidate does not directly correspond to the eligibility of the listed subjects, the candidates will have to upload an



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

Equivalence Certificate for the same issued by J&K Higher Education Department or Association of Indian Universities.

6. The teaching experience issued by the UGC approved Government universities /colleges /autonomous institutions of India shall only be accepted.
7. In case of merit scores of two candidates in a subject for which they have applied for academic arrangement faculty is equal, tie in that case shall be resolved by placing the candidate with higher marks percentage at Masters Level higher on the merit list, and if the tie persists, the candidate with higher marks percentage at Graduation will be placed higher on merit list. In case of tie in all the above conditions, the candidate with higher age will be placed higher on merit list.
8. Subject wise tentative merit list shall be made available on the portal for redressal of any discrepancy within a defined timeline which will be notified there.
9. Discrepancy (if any) in the tentative merit list shall have to be communicated by the applicants online only by responding to the tentative merit list notice on the portal by or before the specified date and time. No changes will be entertained after the expiry of the specified timeline. Any pleas of not having checked the tentative merit list on time will not be entertained.
10. After incorporating all representations as per guidelines the final subject wise merit list shall remain available on the portal as a reference.
11. Separate merit lists shall be prepared for Lecturer and Teaching Assistants depending on the eligibility of the candidate. Teaching Assistants shall only be engaged if candidates are not available as Lecturer.
12. Allocation of candidates to colleges shall be based on merit & choice of candidate and shall be system driven. Notification regarding the same shall be issued after the issuance of final merit list on the portal.



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

Candidates are advised to fill the college preferences carefully at the time of submitting the form.

13. Once notified, the selected candidates will be required to confirm their willingness on portal and immediately report to the allotted college within 3 working days from the date of notice, failing which their selection will be withdrawn without further correspondence.
14. Candidates who have been engaged as academic arrangement in a specific college for previous two sessions in succession, shall not be considered for the same college for the current session except where such reallocation leads to station change. In case the number of such candidates is more than one, then the candidate with the longest tenure shall be shifted first.
15. Upon joining the allotted college, a candidate needs to submit original documents with the Principal of the college for verification of the same. The candidates will have to sign an affidavit/ agreement attested by 1st Class Judicial Magistrate on the prescribed format with the concerned Principal.
16. **In the event of any information given by the candidate found false, incomplete, incorrect, forged, tampered at any point in time, the candidature of the applicant will be cancelled without serving any notice thereof. Further, misleading information shall also warrant necessary legal action.**
17. Director Colleges J&K, reserves the right to add/amend subjects and vacancies based on the requirements of Colleges and recommendations of the respective Nodal Principals.
18. Since the process is system driven as such all applicants are advised not to visit any office and submit all their queries/grievances through the Centralised Portal Only which will be addressed by the respective Nodal Principals.



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

-
19. All Academic Arrangements shall automatically terminate at the end of the academic session 2025-26. The engagement shall be for one academic session, excluding the period of winter vacations for winter-zone colleges and period of summer vacations for summer-zone colleges.
20. If a candidate is disengaged due to appointment/posting of regular faculty (whether through transfer or fresh recruitment), he/she shall be offered re-engagement in a college by disengaging the candidate with the lowest merit for the respective subject, or in any other college where a vacancy has arisen due to resignation of a candidate.
21. The candidates shall have to provide their active email IDs and their working contact number/numbers that remain active all through the session so that they can be called/contacted whenever required. In case the contact/contacts provided are found non-functional, the next candidate shall be contacted and this office shall not owe any responsibility in this regard.
22. The online allotment of colleges shall be carried out in the following manner:
- A. After the issuance of the Final Merit List, the allotment of colleges will be system-generated based on the points obtained and the preference given by the candidate(s) as notified earlier.
 - B. The candidate needs to log in to their respective accounts and go to SELECTION HISTORY, where the ACCEPT **OFFER** option will be visible for the candidate.
 - C. **ACCEPT OFFER** will lock the preference of the applicant, enabling them to join the allotted college.
 - D. The candidate who gets an allotment of Preference No. 1 shall have to accept the offer to join the college.



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

-
- E. The candidate who gets a college of lower preference in the first round of allotment can either **Accept the offer** or avail **HOLD AND UPGRADE** option.
- a. If the candidate avails, **Accept option**, the allotted preference will be locked, and the candidate will have to join the allotted college.
 - b. If the candidate avails **Hold and upgrade option**, this option may enable the candidate to a higher preference in the next round, subject to the availability of vacancy that may be created at the end of the first round. If no vacancies are generated, then the candidate has to accept the earlier allotted preference.
- F. **The HOLD AND UPGRADE** option shall be available to the candidate only once.
- G. Both **ACCEPT OFFER** and **HOLD AND UPGRADE** options shall be available on the respective dashboards of the shortlisted candidates for 3 days only.
- H. Total time of joining the college shall be 3 days, which includes the time period for availing accept offer or hold and upgrade option.
- I. In case the candidate fails to accept and join the allotted college within the stipulated time frame of 3 days, the offer for engagement as Lecturer/Teaching assistant on a need basis shall be canceled automatically by the system. No claims whatsoever in this regard shall be entertained.
- J. The college allotted to the candidate as per submitted preferences shall not be changed. The candidates will not be shifted due to vacancies arising by non-joining or additional vacancies if any.