

INSTRUCTION FOR FILLING ONLINE APPLICATION FOR ACADEMIC ARRANGEMENT 2018-19

1. Go through the Advertisement Notice No: Edu-Coll/Adv/Acd/Arrg/JD/2018-19 Dt: 28-06-2018 issued by GGM Science College, Jammu on behalf of Department of Higher Education Govt. of Jammu & Kashmir for engagement of eligible candidates on Academic Arrangement in the Govt. Degree Colleges of Jammu Division for the Session 2018-19.

2. The last date for online submission of Application Form is 7th July 2018.

3. Bring the photocopy of the following documents along with print of online application form.

i. State Subject.

ii. UG Marks List.

iii. PG Marks List.

iv. Experience Certificate only from Govt. Colleges/State Universities of J&K State.

v. Category/Physically Handicapped certificate, if any.

vi. M.Phil Degree Certificate.

vii. Ph.D. Degree Certificate.

viii. NET/SLET/SET Certificate.

ix. Bonafide certificate, if required.

4. No experience certificate from 10+2 level/private colleges will be entertained.

5. Candidates having PG degree from outside J&K state except IGNOU, MANUU, DOEACC are required to bring bonafide certificate from their respective Universities at the time of counseling, otherwise such degrees will not be considered/entertained.

6. Wrong information submitted by candidate will automatically cancel his/her candidature.

7. Candidates are advised to give that mobile no. which should be functional 24X7 hrs and throughout 365 days.

8. Candidates having marks in CGPA shall bring a conversion certificate (from CGPA to percentage) from concerned University at the time of counseling.

9. Candidates are advised to bring all original documents for verification purpose at the time of counseling.

10. Login on to <http://www.ggmsciencecollege.in/> and click Academic Arrangement link and choose the subject and specialization (wherever applicable), post etc. Verify the details and follow all the instructions. Rectify all errors appearing across data fields in **red**.

11. Press “preview” button appearing at the bottom of the page before submission. Your complete form will appear on the screen. **You can make the Payment after saving the application**
Once your Payment is successful please Submit your application for Final Submission after reviewing the form.

12. On pressing “**submit**” a message “Your form is successfully submitted....” will appear on your screen. Successful submission will be acknowledged on your E-mail ID also.

13. After last date of submission of application Form, a tentative merit list will be uploaded for correction/objection purpose, if any.

14. **For counseling schedule & other updations all candidates are requested to visit college website regularly.**