

DETAILED INSTRUCTION MANUAL FOR ONLINE APPLICATION

NEED BASED ACADEMIC ARRANGEMENT IN KASHMIR DIVISION COLLEGES ACADEMIC SESSION 2024-25

Before Applying read the instructions carefully and follow them

1. You must have a good internet connection.
2. The form must be filled out using a laptop or desktop. Avoid form submission through mobile devices.
3. The preferred browser for submitting forms is Google Chrome.
4. Keep scanned copies of all documents ready in the formats and sizes provided on the below-given Table-1. Ensure that the scanned documents are clearly visible and relevant.
5. Wrong information submission shall be the applicant's sole responsibility.
6. The list of required documents are (as applicable):

Table - 1

S. No	Document	Document Type	Document Size
1.	Photograph	JPG/PNG	Max 300 KB
2.	Date of Birth Certificate	jpg/png	Max 800 KB
3.	Aadhar Card and Domicile Certificate	pdf	Max 800 KB
4.	Category Certificate	jpg/png	Max 800 KB
5.	PG Marks Certificate	jpg/png	Max 800 KB
6.	UG Marks Certificate	jpg/png	Max 800 KB
7.	NET Certificate	jpg/png	Max 800 KB
8.	SET Certificate	jpg/png	Max 800 KB
9.	JRF Certificate	jpg/png	Max 800 KB
10.	PhD Award Certificate	jpg/png/pdf	Max 800 KB
11.	MPhil Award Certificate	jpg/png	Max 800 KB
12.	Experience Certificates	jpg/png each	Max 800 KB each

Step 1: Visit the Website <https://nodalofficekdc.co.in>
Click on Academic Arrangement Portal.


GOVERNMENT OF JAMMU & KASHMIR (U.T.)
HIGHER EDUCATION DEPARTMENT
उच्चतर शिक्षा विभाग | محکمہ اعلیٰ تعلیم

**OFFICE OF THE NODAL PRINCIPAL
KASHMIR DIVISION COLLEGES
AMAR SINGH COLLEGE SRINAGAR**

NODAL PRINCIPAL KASHMIR DIVISION COLLEGES DASHBOARD Home



Amar Singh College

Government Guidelines Govt Order No. 137- JK(HE) of 2024 dated 01-03-2024

Notification for engagement of Academic Arrangement

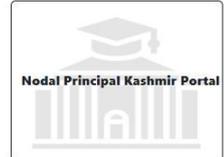
Terms & Conditions for engagements of Academic Arrangement

User Manual for online Application

Online Grievance/Support Portal



Academic Arrangement Portal



Nodal Principal Kashmir Portal



To join Online

Step 2: Click on Register as Candidate

Academic Arrangement Portal Home Support Center

Academic Arrangement for Govt. Degree Colleges of Kashmir Division (2024-25)

24/06/2024 : The College Allotment H

Opening Date: 25/03/2024 Closing Date: 01/01/2025

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

Click here to view Notice

Merit List for Academic Arrangement 2024-25

Candidate Login

Email Address

Password

[Forgot Password](#)

 Success! 

Cloudflare
Purity · Speed · Security

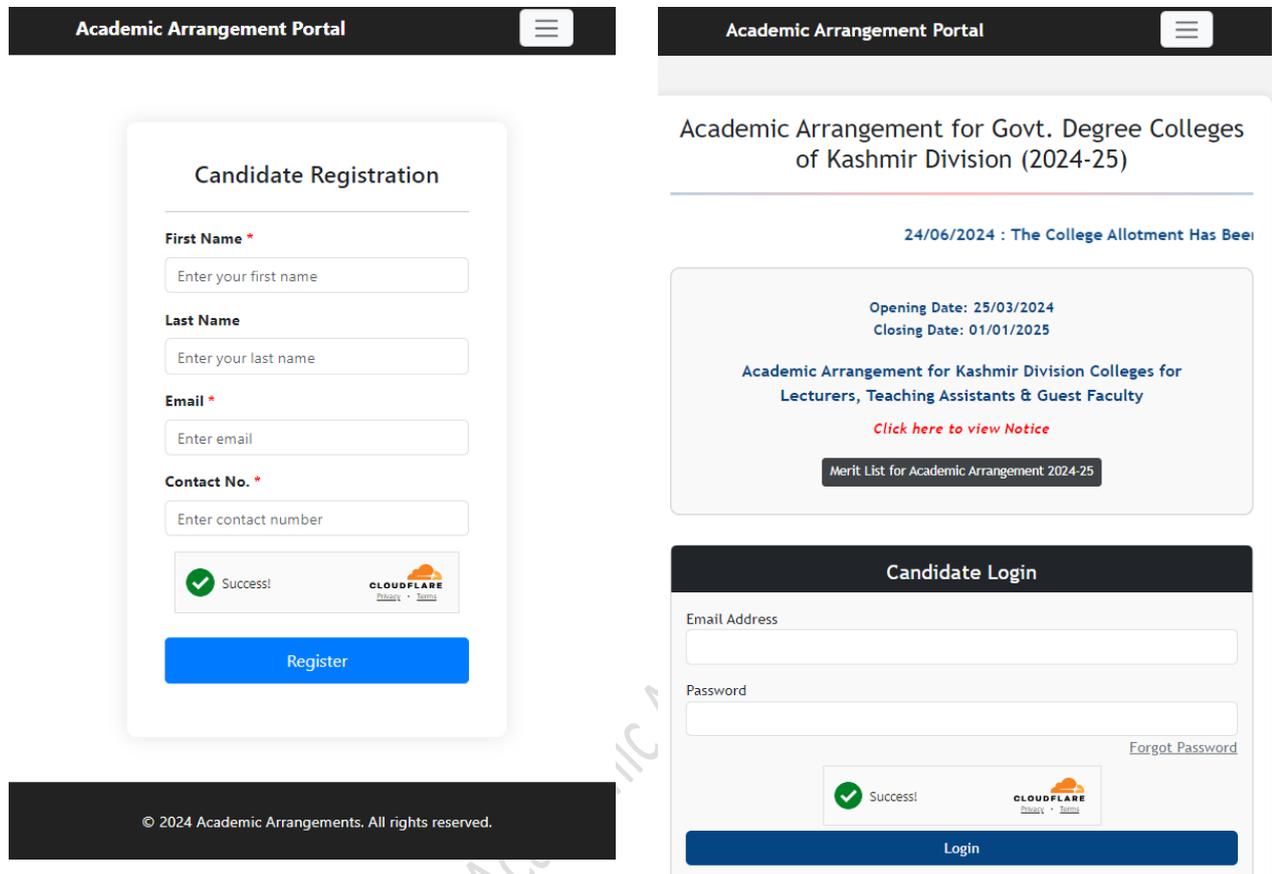
Login

[Register as Candidate](#)

For technical and payment-related issues, please contact us via the grievance portal.

Latest Notifications

Step 3: Fill in the registration details. Password will be auto-generated and sent to the registered email ID. Login using the password received on your registered email. Check your Spam folder if you do not receive the password in the email inbox. If the emails are received in the spam box, click on 'Not Spam' in your email to move these emails out of your spam box.



Academic Arrangement Portal

Candidate Registration

First Name *
Enter your first name

Last Name
Enter your last name

Email *
Enter email

Contact No. *
Enter contact number

Success! 

Register

Academic Arrangement Portal

Academic Arrangement for Govt. Degree Colleges of Kashmir Division (2024-25)

24/06/2024 : The College Allotment Has Been

Opening Date: 25/03/2024
Closing Date: 01/01/2025

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

[Click here to view Notice](#)

Merit List for Academic Arrangement 2024-25

Candidate Login

Email Address

Password

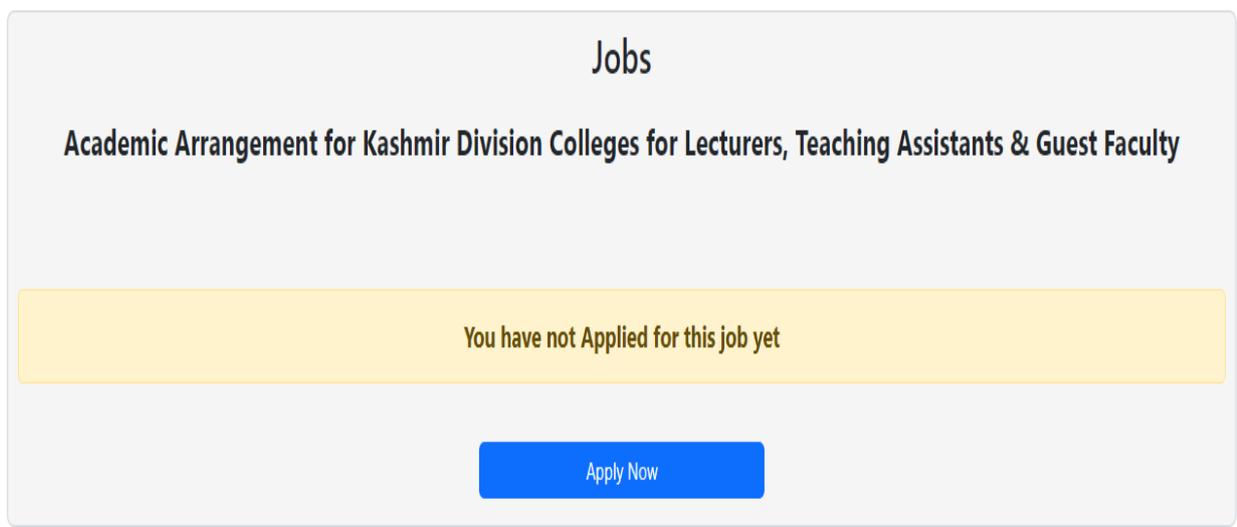
[Forgot Password](#)

Success! 

Login

© 2024 Academic Arrangements. All rights reserved.

Step 4: After Successful login, click on Apply Now to start the application process



Jobs

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

You have not Applied for this job yet

Apply Now

Step 5: Fill in the personal details carefully along with subject for which you want to apply and then proceed to next screen by clicking Save & Next

APPLY FOR JOB

Fill all form field to go to next step

Progress: Personal Info (12.5%) | Qualification | Experience | Upload Files | Preference | Payment | Form Preview | Finish

Personal Info Step 1 - 8

User Profile

Subject:*

First Name + Middle Name:*

Last Name:

Parentage:*

Secondary Contact No(10 digits):*

Gender:*

Date of Birth:(dd-MM-yyyy)*
 

Category:*

Aadhar Number:*

Address:*

State/UT:*

District:*

Save & Next

Step 6: Fill in your Qualification Details of UG, PG, and SET/NET, Research Information (as applicable) and then proceed to the next screen by clicking Save & Next

APPLY FOR JOB

Fill all form field to go to next step

Qualification
Step 2 - 8

Qualifications

Graduation

Degree	Degree Title	Date Of Qualifying	Marks Obt	Total Marks	Marks (%)	College/University	Has Equivalence
Bachelor		dd- <input type="text"/> - <input type="text"/>	<input type="checkbox"/>				

Masters

Degree	Degree Title	Date Of Qualifying	Marks Obt	Total Marks	Marks(%)	College/University	Has Equivalence
Masters		dd- <input type="text"/> - <input type="text"/>	<input type="checkbox"/>				

Eligibility

Has SET/SLET
 Has NET
 Has NET with JRF

SET/SLET

Eligibility	Date Of Qualifying	Certificate No.	Subject	Conducted By
SET/SLET	dd-MM-yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NET

Eligibility	Date Of Qualifying	Certificate No.	Subject	Conducted By
NET	dd-MM-yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Research

Has Ph.D
 Has M.Phil

Ph.D

Research Degree	Research Topic	Date Of Enroll	Award Date	University/Institute
Ph.D	<input type="text"/>	dd-MM-y <input type="text"/>	dd-MM-y <input type="text"/>	<input type="text"/>

M.Phil

Research Degree	Date Of Enroll	Award Date	Grade	University/Institute
M.Phil	dd-MM-yyyy <input type="text"/>	dd-MM-yyyy <input type="text"/>	Select Grade <input type="text"/>	<input type="text"/>

Previous Save & Next

UN)-2024

Instructir

Step 7: Fill in your Experience details in chronological order and upload respective experience certificate in jpg/png format up to 800kb size. For multiple experiences click on Add Row and after filling all the experience then proceed to next screen by clicking Save & Next

APPLY FOR JOB
Fill all form field to go to next step

Progress: 37.5%

Personal Info Qualification **Experience** Upload Files Preference Payment Form Preview Finish

Experience Step 3 - 8

From	To	Job Title	Institute	Upload Experience File	Actions
06-05-2016	24-11-2016	Teaching Assistant	GDC Bandipora	<input type="text"/> *Only Upload JPG File *File size should be up to 2MB.	
01-03-2017	31-09-2017	Teaching Assistant	GDC (Women) Pi	<input type="text"/> Choose File N...n *Only Upload JPG File *File size should be up to 2MB.	

[Add Row](#) [Previous](#) [Save & Next](#)

Step 8: Upload all the documents as per requirement make sure all the uploaded documents are clearly visible and as per the format, size given and then proceed to next screen by clicking Save & Next

APPLY FOR JOB
Fill all form field to go to next step

Progress: 50%

Personal Info Qualification Experience **Upload Files** Preference Payment Form Preview Finish

Upload Files Step 4 - 8

[Upload Files](#)

APPLY FOR JOB

Fill all form field to go to next step



Upload Files

Step 4 - 8

Upload Files

Upload Profile Photo

Profile Picture

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File
*File size should be up to 500KB.

Upload Adhaar Card + Domicile Certificate

Adhaar Card

Choose File No file chosen

*Only Upload PDF File
*File size should be up to 2MB.

Upload DOB

DOB

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File
*File size should be up to 2MB.

Upload Qualification Files

Graduation Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File -> Graduation Certificate
*File size should be up to 2MB.

Masters Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File -> Masters Certificate
*File size should be up to 2MB.

Upload Eligibility Files

SET/SLET Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File -> SET/SLET Certificate
*File size should be up to 2MB.

NET Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG File -> NET Certificate
*File size should be up to 2MB.

Upload Research Files

Ph.D Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG/.PDF File -> Ph.D Certificate
*File size should be up to 2MB.

M.PHIL Certificate

Choose File No file chosen

*Only Upload .JPG/.JPEG/.PNG/.PDF File -> M.PHIL Certificate
*File size should be up to 2MB.

Previous

Save & Next

Step 9: Select your college preferences and order them as per your choice. Be careful while giving the order of preference as those preferences will be treated as final and accordingly, the colleges will be allotted. Proceed to the next screen by clicking Save & Next

Preference Step 5 - 7

Select Preferences According To Your Choice

-----description-----

Add Remaining Colleges Randomly District Wise

Srinagar Budgam Anantnag Baramulla Pulwama Kupwara Ganderbal Shopian Kulgam Bandipora Add All Remaining Colleges Randomly

College Available

- GDC (Boys) Baramulla
- GDC (Boys) Pulwama
- GDC (Women) Baramulla
- GDC (Women) M. A. Road, Sgr.
- GDC (Women), Nawakadal, Sgr.
- GDC Bandipora
- GDC Beerwah
- GDC Bemina

Add Selected College From College Available List As Per Preference

→

Colleges Selected According to Preference

College Name (Preference)

Move Up Preference

↑

↓

Move Down Preference

Previous Save & Next

Step 10: Preview and final submission of Form. Before final submission ensure that all the details are filled correctly. Check Generated Points and then click on Proceed to Payment

66%

Form Preview Step 6 - 7

Academic Arrangements
Form Preview

Form-No : 396

Basic Info

First Name + Middle Name

Last Name

Parentage

D.O.B

Gender

E-mail Id

Address

State/UT

District

Contact No.

Adhaar NO.

Category

Secondary Contact No.

Subject : **Computer Applications**



Qualification Details

Degree	Title	Date of Qualifying	Marks Obtained	Total Marks	%age	University/ College	Is Equivalence	Degree Certificate	Equi Certificate
UG	<input type="text"/>	05-07-2017	25	30	<input type="text"/>	KU	False	View	View
PG	<input type="text"/>	16-07-2019	20	25	<input type="text"/>	KU	False	View	View

Step 11: Check Particular Details, agree to Terms and Conditions and click Proceed to Pay

Payment Page

Full Name:	Application Form No:
<input type="text"/>	<input type="text"/>
Email:	Contact Number:
<input type="text"/>	<input type="text"/>
Application Date:	
<input type="text"/>	
Amount:	Payment Mode:
<input type="text"/>	<input type="text" value="Online"/>

*Note: Payment once made will not be refunded.

I agree to the terms and conditions

[Proceed To Pay](#)

Step 12: Make payment of Rs. 100 in online Mode. Accepted modes of payment are Credit Card, Debit Card, Internet Banking, or UPI. (Note: UPI mode does not have any transaction charges).



Serving To Empower

- [Credit Card](#)
- [Debit Card](#)
- [Internet Banking](#)
- [QR](#)
- [UPI](#)

Pay by Credit Card



Card Number

Expiration Date **CVV/CVC**

Month Year

Card Holder Name

[Make Payment](#) [Cancel](#)

Merchant Name
Principal Amar Singh College
Srinagar

Payment Amount: ₹ 1.00

DIGITAL BANKING
Manage your account anytime, anywhere





Step 12: Keep checking your application status and email regularly about fee verification and clarifications sought.

Jobs

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

Submitted On: 06-07-2024
Application Form No: 396



Application Submitted



Fee Verified



Clarification Stage



Application Verified

Degree	Tentative Generated Points	Tentative Scrutinized Points	Remarks	Tentative Scrutinized Points
--------	----------------------------	------------------------------	---------	------------------------------

Action	On
Application Submitted	06/07/2024 12:05:31
Application started submitting	06/07/2024 10:59:09

Step 13: After payment, your form will be sent for scrutinization. During the scrutiny phase, clarifications may be raised against any field in the candidate's application. The applicants need to login and click on the "Clarification Requests" button to view and respond to the clarifications within the specified deadlines.

Jobs

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

Submitted On: 10-05-2024
Application Form No: 70



Application Submitted



Fee Verified



Clarification Stage



Application Verified

Degree	Tentative Generated Points	Tentative Scrutinized Points	Remarks	Tentative Scrutinized Points
UG	18.5454	0	Marks certificatenot clear	25
PG	25	25		
test	0.010958904109589	0	mismatch with college remarks	0
Tentative Scrutinized Points				25

View Form

Clarification Requests

Action	On
Clarification Requested	06/07/2024 16:56:11

Step 14: Candidates should respond to the clarification requests and upload required files (if any).

Job Title	Clarification Date	Message	Response	File	Action
Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty	<p>Date Requested: 06/07/2024 11:24:14</p> <p>Clarification Deadline: 08/07/2024 11:24:14</p>	UG: Marks certification not clear, test: mismatch with college remarks, Eligible For: 1. Marks Certificate for Graduation not clear. Please re-upload 2. Please review the dates given in Experience certificate for Degree College Magam, mismatch with data provided by college. Re-upload certificate.	<div style="border: 1px solid gray; height: 50px;"></div>	<p>Choose File No file chosen</p> <p><small>*Only Upload JPG/PDF File *File size should be up to 2MB.</small></p>	Submit Response

Clarification History

Job Title	Date Requested	Clarification Deadline	Clarification Message	Clarification Response	Responded	Response Date	Clarification File
Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty	06/07/2024 11:24:14	08/07/2024 11:24:14	1. Marks Certificate for Graduation not clear. Please re-upload 2. Please review the dates given in Experience certificate for Degree College Magam, mismatch with data provided by college. Re-upload certificate.		False		

A similar Verification request is also raised at the time of issuance of tentative merit list and the candidates can choose to respond to the verification request that time if they are not satisfied with the tentative merit list.

Instructions for Applying for Academic Arrangements

Division)-2024

Support/Grievance Centre

In case any candidate has any query or grievance, they should submit the same using the Support Centre Link (<https://nodalofficekdc.in/GrievancePortal.aspx>) given on the portal homepage.

Academic Arrangement Portal

[Raise Grievance](#)

Enter Grievance ID to track [Track Grievance](#)

Grievance History

Grievance Id	Nature Of Concern	Subject	Description	Created Date	Status	Response
No grievances yet						

© 2024 Academic Arrangement Portal. All rights reserved.

Academic Arrangement Portal

Grievance Form

Name

Email

Nature Of Concern

Subject

Description

Existing Grievance ID (optional)

Attachments (optional)

*Only Upload .jpg File
*File size should be up to 2MB

[Submit Grievance](#)

Enter Grievance ID to track [Track Grievance](#)

Grievance History

Grievance Id	Nature Of Concern	Subject	Description	Created Date	Status	Response
72677507	Other	Sample Subject	Sample Query	06/07/2024 11:36:43	Pending	No response yet

© 2024 Academic Arrangement Portal. All rights reserved.

WhatsApp Channel

For more updates, you can also join the Official WhatsApp channel of Nodal Principal Kashmir Division Colleges by clicking on the following link or scanning the below-given QR code

<https://whatsapp.com/channel/0029VaeRkbLD38CUXNwana81T>



11-2024

Instructions ↑