



Central University of Jammu
Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)
Ph: 01923-249658 website: www.cujammu.ac.in

No. CUJ/Admin/DPC/2019/361

12.07. 2019

NOTIFICATION

Sub: Departmental Promotions of Non-Teaching staff - Reg.

Pursuant to Central University of Jammu Cadre Recruitment Rules 2016 and amendments thereon the vacancies as detailed below are hereby notified. These vacancies will be filled up with Departmental Promotion Procedures and are thus open to internal eligible regular employees of the Central University of Jammu.

Sl. No	Name of Post	No. of Posts	Minimum Qualification and criteria for Promotion
1.	Assistant Registrar	01	i. Section Officer / Private Secretary with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600 through written & skill test. Inter-se seniority to be maintained. ii. Selection will be based on service record, qualifying written test, APARs and seniority
2.	Section Officer	02	i. Assistants with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200/-. ii. Promotion will be according to seniority-cum-fitness and subject to qualifying the departmental test.
3.	Private Secretary	02	Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and subject to qualifying the Stenography test at a speed of 120 w.p.m. for English and 100 w.p.m. for Hindi.
4.	Upper Division Clerk	04	Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900/-.
5.	Lower Division Clerk	02	i. 10% of vacancies shall be filled from amongst the Group 'C' Staff in the Grade pay of Rs. 1800/- and who possess Senior Secondary (+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years.
		01	ii. 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have five years regular service in posts with the Grade pay of Rs. 1800/-

1. All eligible regular employees for Departmental Promotion should submit duly filled application form on or before **29th July, 2019** to the office of **Deputy Registrar (HRW)** by hand upon proper receipt.
2. The University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests and skill / professional tests and fix qualifying marks to assess the promotion competence / fitness.
3. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. Final Panel of DPC will be based on having qualified fitness test / tests, Annual Performance Appraisal Reports (APAR), Vigilance Clearance Reports, Work and Conduct Reports etc. The departmental promotion committee will be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.

4. All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority.
5. The qualifying of Typing / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test / Skill Test with knowledge of computers shall also be the compulsory requirement for all Personal Assistants of the University who will be considered for promotion as Private Secretary as per the eligibility criteria prescribed in the Cadre Recruitment Rules of the University.
6. Hindi version will follow.

Sd/-
REGISTRAR

Encl: Application form

Copy to:

1. All Deans
 2. All Heads
 3. All Wing Officers
 4. All Branch Officers
 5. PS to Vice Chancellor
 6. PA to Finance officer
 7. PA to Registrar
 8. ICT Cell (to upload it on the University website for information of Non-teaching staff)
- } With request to inform Non-teaching Staff



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APPLICATION FORM FOR DEPARTMENTAL PROMOTION

Name of the post applied for.....

- i. Attach **two recent passport size colour photographs** with this application form and write the “**Post applied for**” and “**Name of candidate**” on the back side of photograph.

Paste your recent passport size photograph

A. GENERAL INFORMATION:

1. **Name in Full**.....

(IN BLOCK LETTERS)

2. **Parentage:**

i. Fathers name.....

ii. Mothers name.....

3. **Date of Birth:** Day..... Month..... Year

4. **Gender:** Male / Female / Transgender.....

5. **Please tick the Category:** General / SC/ ST / OBC / PwD /Ex-serviceman.....

6. **Nationality**

7. **Religion**.....

8. **State to which the applicant belongs**.....

9. **Permanent Address:**.....

.....

..... **Pin Code**.....

10. **Address for Correspondence**.....

..... **Pin Code**.....

11. **Email ID**..... **Mobile**

Note: All correspondence including intimation of Written Test, Admit Card for written test & Skill test / Interview (wherever applicable) will be sent by University in the email id / mobile no of the candidate or on University website. Therefore candidates are required to keep their email id and mobile numbers active till the completion of process of recruitment.

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board / University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Div. / Grade	Subjects
Matriculation							
Higher Secondary							
Bachelor's degree							
Master's Degree							
M. Phil.							
Ph. D.							
Any other Qualifications							

C. ADMINISTRATIVE EXPERIENCE

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							
IV							

I hereby declare that I have read and understood the terms and conditions of the notification and having accepted the same made all entries in this application form which are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature / appointment is liable to be cancelled / terminated.

Signature of the Applicant

Place.....

Date.....

Check list of Documents Enclosed		
S.No.	Documents	
1	Matric/Secondary/High School (10 th Class) Marks Sheet	
2	Matric/Secondary/High School (10 th Class) Certificates	
3	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
4	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
5	Bachelor's Degree Marks Sheet	
6	Bachelor's Degree	
7	Master's Degree Marks Sheet	
8	Master's Degree	
9	M.Phil Marks Sheet	
10	M.Phil Degree	
11	Ph.D. Degree	
12	Experience Certificate(s) from previous employers:	
13	Endorsement from the present employer	
14	DD for the application fees (in original)	
15.	API Score Sheet for Librarian and Deputy Librarian	
16.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
17.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
18.	Any other (Please Specify)	

Date:

Signature of the Candidate

NOTE: Document should be attached alongwith the application form in the same sequence as mentioned above.