



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी (बागला), जिला: सांबा - 181143, जम्मू, जम्मू एवं कश्मीर
Rahya-Suchani (Bagla), District Samba - 181143, Jammu (J&K)

No.CUJ/Admin/DPC/2019/600

24.09.2019

OFFICE MEMORANDUM

With reference to Departmental Promotion Notifications no. CUJ/Admin/DPC-2019/36124/2019 dated 12.07.2019 & no. CUJ/Admin/DPC-2019/597 dated 23.09.2019, it is hereby informed that the University will conduct Departmental Promotion Test on 01.10.2019 at 11:00 AM in University Auditorium. Structure of Written & Skill Test is as follows:

Selection Criteria

| | | |
|--------------------------|--|------------------|
| Written Test = 120 marks | Qualifying marks for Written Test | = 40% (48 marks) |
| Skill Test = 30 marks | Qualifying marks for Skill Test | = 40% (12 marks) |
| Total Marks = 150 | Aggregate qualifying marks (written + skill) | = 50% (75 marks) |

1. Written Test

(Following areas / topics will be broadly covered in the written test. The standard of test will depend upon the level of post)

| Sl. No | Topic | Marks |
|--------|--|-------|
| 1. | General English: a) Reading Comprehension (5 marks) b) Antonym / Synonym /Spelling Correction / One Word Substitution (10 marks) c) Spotting Error (5 marks) | 20 |
| 2. | Service Rules / Swamy handbook: a) CCS Conduct Rules b) Discipline Rules c) Leave Rules d) Leave Travel Concession e) Reservations and Concessions in appointments | 20 |
| 3. | Office Procedures | 20 |
| 4. | General Knowledge & Current Affairs | 10 |
| 5. | General Financial Rules: a) Government Accounts / Project Head b) Procurement of Goods & Services c) Inventory Management | 10 |
| 6. | Right to Information Act | 5 |
| 7. | Central Universities Act, Statutes & University Ordinances | 15 |
| 8. | Computers: MS Office, Data Management & Cyber Security | 5 |
| 9. | Health, Hygiene & Sanitation | 5 |
| 10. | Reasoning & Mathematical Ability | 10 |

2. Skill Test

The standard of test will depend upon the level of post. Date for Skill test will be notified separately.

(Dr. Ravi Kumar)

Registrar

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