



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/2025/320

06.05.2025

NOTIFICATION No. 105 of 2025

Sub: Departmental Promotions of Non-Teaching staff for Group 'A' post of **Assistant Registrar** - Reg.

Ref: (i) Notification No. 94/DPC 2024 dated 03.12.2024.
(ii) Notification No. 106/DPC 2024 dated 16.12.2024.
(iii) Notification No. 01/2025 dated 01.01.2025.

In continuation to notifications under reference University invites applications from the internal regular non-teaching employees of the University for filling up the post of **Assistant Registrar** under promotion quota. This post will be filled up with Departmental Promotion Procedures (CRR 2022) and is thus open to internal eligible regular employees of the Central University of Jammu only. The last date of receipt of the application form is **13.05.2025**.

2. The eligibility of all the candidates shall be determined as on 13.05.2025 i.e. the last date of this notification.
3. Those candidates who have already submitted their application form under Notification No. 94/DPC 2024 dated 03.12.2024 **need not to apply afresh**, however they can update their application form.
4. The terms and conditions for the post shall remain same as already notified vide Notification No. 94/DPC 2024 dated 03.12.2024.
5. Syllabus for the post will remain same as already notified vide notification no. 106/DPC 2024 dated 16.12.2024.
6. The written test will be objective type of maximum 100 marks with negative marking and is likely to be held on 16.05.2025.

Sd/-
Prof. (Dr.) Yashwant Singh
कुलसचिव
दूरभाष: 91-8082197957
ईमेल: registrar@cujammu.ac.in



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/Estb/NT/2024/311

03.12.2024

NOTIFICATION No. 94/ DPC2024

Sub: Departmental Promotions of Non-Teaching Staff for Group A post -Reg.

The University invites applications from the internal regular non-teaching employees of the University for filling up following post under promotion quota. This post will be filled up with Departmental Promotion Procedures and are thus open to internal eligible regular employees of the Central University of Jammu only.

Sl. No	Name of Post	Group	No. of Posts	Eligibility
1.	Assistant Registrar (Pay Level 10)	A	01	<i>Five years of regular service as Section Officer/ Private Secretary (Pay level 7 & above). Based on the merit from among the eligible candidates having requisite experience from feeder cadres on the basis of written test.</i>

- All eligible internal regular employees for Departmental Promotion should submit the duly filled-up application form enclosed herewith and submit it in the office of **Registrar, Central University of Jammu** by hand upon proper receipt. The last date of receipt of the application form is **13.12.2024**
- TERMS AND CONDITIONS:**
 - Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the Annual Performance Appraisal Reports (APARs). Only performance reported at least "Good (Grade Point 5)" consistently for the preceding five years will be considered.
 - To assess the competence in an objective manner, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. The university will hold the departmental written test as per CRR 2022 and fix qualifying marks, in addition to the screening of the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of qualifying service. The departmental written test shall determine the merit of the candidate. The University may also fix any other criteria for consideration of the DPC.
 - The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects, and results of the written test conducted by the University of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.
 - The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.
 - Promotions shall take effect from the date of joining.
 - The panel drawn from the promotion shall be valid for a period of one year from the date of the meeting of the DPC /date of approval of the recommendations, respectively.

Sd/-

Prof. (Dr.)YashwantSingh
Registrar

Ph: 91-8082197957

Encl: Application form.

Copyto:

- PS to Hon'ble Vice Chancellor
- ICT Cell (to upload it on the University website for information of Non-teachingstaff)

Central University of Jammu

Rahya-Suchani(Bagla),DistrictSamba-181143,Jammu(J&K)

APPLICATION FORM FOR DEPARTMENTAL PROMOTION

Name of the post applied for.....

A. GENERAL INFORMATION:

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage:

i. Father's name.....

ii. Mother's name.....

1. Date of Birth: Day.....Month.....Year.....

2. Male/Female/.....

3. Please tick the Category: General/SC/ST/OBC/

4. Nationality.....

5. Religion.....

6. State to which the applicant belong.....

7. Permanent Address:.....

.....

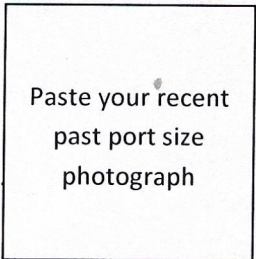
.....

Pin Code.....

8. Address for Correspondence.....

.....Pin Code.....

9. Email ID..... Mobile.....



Paste your recent
past port size
photograph

B. EDUCATIONAL QUALIFICATIONS:

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

C. QUALIFYING SERVICE IN THE UNIVERSITY (start from Present post held)

Designation	Name of the Department /Branch/Cell	Pay Level	Nature of Experience	Period of service		
				From	to	Period
I.						
II.						
III						
IV						
V						

I hereby undertake that I have read and understood the terms and conditions of the University Notification no.....dated.....for departmental promotion and having accepted all the terms and conditions hereby declare that all entries made by me in this application form 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.

Place.....

Signature of the Applicant

Date.....

**Checklist of Documents to be enclosed in the following order and each page/ sheet be self-
Attested and page-numbered**

S.No.	Documents	Page No
1.	10 th Class Marks Sheet	
2.	10 th Class Certificate	
3.	12 th Class Marks Sheet	
4.	12 th Class 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.	Category Certificate (if applicable) SC/ST in the prescribed format	
13.	Any other (Please Specify)	



जम्मू केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JAMMU

राया-सुचानी;बागला, जिला सांबा-181143, जम्मू;जम्मू एवं कश्मीर
Rahya -Suchani(Bagla), District Samba -181143, Jammu (Jammu & Kashmir)

No. CUJ/Estb/NT/2024/760

16.12.2024

Notification No.106/ DPC 2024

Sub: Syllabus for Written Test for departmental promotion of Non-Teaching staff for Group A post of Assistant Registrar- Reg.

Ref: Notification No. 94/ DPC2024 dated 03.12.2024

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In continuation to University Notification under reference, it is hereby notified for the information of the internal regular non-teaching candidates who have applied for the departmental promotion of Group A post of **Assistant Registrar** that the University will conduct Written Test on **04.01.2025** in the Academic Block at 10:00 AM. **Syllabus** of Written Test is as follows:

Syllabus for Departmental Test for the promotion post of Assistant Registrar

- Central Universities Act 2009
- Fundamental Rules & Supplementary Rules
- CCS (Leave) Rules 1972
- CCS (LTC) Rules
- CCS (Conduct) Rules 1964
- CSMA Rules & Contributory Health Service Scheme
- CVC Manual
- Right to Information Act 2005
- MACP
- Reservation in Services – SC/ST/PWD/OBC/EWS
- GeM, e-Procurement, General Financial Rules
- Office procedure & Office Management
- National Pension System.
- Computer Knowledge including MS office, spreadsheet, etc.

Sd/-

Prof. (Dr.) Yashwant Singh
Registrar

Ph: 91-8082197957

Email: registrar@cujammu.ac.in

Copy to: ICT Cell (to upload it on the University website)