



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/2024/759

16.12.2024

Notification No. 105/ DPC 2024

Sub: Syllabus for Written/Skill Test for departmental promotion of Non-Teaching staff for C post of Upper Division Clerk- Reg.

Ref: Notification No. 101 / DPC2024 dated 13.12.2024

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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 C post of **Upper Division Clerk** that the University will conduct Written/Skill Test on **04.01.2025** in the Academic Block at 10:00 AM. **Syllabus** of Written/Skill Test is as follows:

1. Acts, Statutes & Ordinances
2. Leave & Service Rules
3. RTI ACT, 2005
4. Office Systems and Office procedures
5. Filing and Drafting
6. Computer Knowledge

Sd/-

Prof. (Dr.) Yashwant Singh
Registrar

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