

# UNIVERSITY OF JAMMU

## CIRCULAR

Applications on plain paper are invited from permanent Class-IV employees at Main Campus of the University, who are holding graduate degree or above with at least six months certificate course in computers from reputed Organization/ Institution under 17% quota reserved for promotion to the post of Junior Assistant. Applications should be routed through proper channel and should reach the office of the undersigned within 15 days from the issue of this circular (alongwith attested copy of Graduate degree/marks cards & requisite computer certificate/ diploma).

The applicants are required to submit an affidavit from the 1<sup>st</sup> Class Magistrate to the effect that they shall accept the condition i.e. they have to qualify the computer type test with a speed of 25 w.p.m. within a period of six months, failing which he/she shall be automatically reverted back to the post of Class-IV previously held by him/her.

  
REGISTRAR

No: Estab./23/ 28873-28972

Dated: 06/02/2023

Copy to:

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIGA//Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Heads of the Teaching Departments of the University
7. I/C Librarian, Dhanvantri Library
8. I/c General Zorawar Singh Auditorium
9. I/c Director, Computer Centre
10. Programme Coordinator, NSS
11. Medical Officer, UHC
12. All Wardens of University Hostels
13. All Joint/Deputy /Assistant Registrars
14. Executive Engineer, UWD
15. Manager Guest House
16. President, JUNGEU
17. Security Officer
18. All Sections
19. Guard File