

UNIVERSITY OF JAMMU

CIRCULAR

Applications on plain paper are invited from permanent Class-IV employees of 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 before 31st July, 2025 from the issue of this circular (alongwith attested copy of Graduate degree/marks cards & requisite computer certificate/ diploma).

Further, the applicants shall be required to submit an affidavit along with above said applications duly sworn before the 1st Class Magistrate to the effect that the concerned shall qualify the computer type test with a speed of 25 w.p.m. within a period of six months or maximum four chances, whichever is earlier, failing which he/she shall be automatically reverted back to the post of Class-IV previously held by him/her and the revised salary, seniority and other benefits etc. shall be provided to them only after qualifying the required Computer Type Test.


REGISTRAR 16/7

No: Estab./25/ 6931-7030

Dated: 16-07-2025

Copy to :-

1. Special Secretary to the Vice Chancellor for the kind information of the worthy Vice Chancellor
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/DIQA//Physical Education/MMTC/ 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 Students Welfare/Provost (Boy's/Girl's Hostel)/Dean Students Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File



AP-I

17/7/25