

# UNIVERSITY OF JAMMU

## C I R C U L A R

Applications on plain paper are invited from permanent Class-IV employees of the Main Campus of the University, who are matriculate and above and have put in three years continuous satisfactory service against the substantive position, and intend to appear in the Computer Type Test on typing software for promotion to the post of Junior Assistant against 33% quota reserved for them. Applications should be routed through proper channel and should reach the office of the Assistant Registrar (Estab./NTW) within 15 working days from the issue of this circular (alongwith an attested copy of the Matriculation Certificate).

  
**REGISTRAR** 23/12

**No: Estab/25/18167-267**

**Dated: 23-12-2025**

**Copy to :-**

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please
2. Dean Research Studies/ Dean Planning & Development/Dean Academic Affairs
3. Chief Coordinator Campuses/ All Rectors/ Directors of the Offsite Campuses of the University
4. All Heads/ Directors of the Teaching Departments of the University
5. Controller of Examination/Director-CDC/Finance Officer/Director-CD&OE/Director-DIQA/Administrator-GZSAC/Dean Students' Welfare/ Chief Proctor/ Provost (Boys/ Girls Hostels)/Dean Students' Placement/ Director, Centre for IT Enabled Services & Management/ I/c Librarian (Dhanvantri Library)
6. All Joint Registrars/ XEN-UWD
7. President-JUTA/ JUOWA
8. Programme Coordinator-NSS
9. All Wardens of the University Hostels
10. All Deputy Registrars/Chief Accounts Officer/Coordinator-Campuses/Public Relations Officers/Nodal Officer-Amrit Kaal Initiatives/Assistant Registrars/Campuses Development Officer/Medical Officer-UHC/ Arboriculturist/ Manager-Guest House / Media Officer
11. President- JUNTEU/ JUNGEU
12. All Sections
13. Guard file



AP-I

  
23.12.25