



जम्मू केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JAMMU

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

No. CUJ/Admin/DPC/2023/566

03rd August, 2023

NOTIFICATION No. 176 of 2023

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

In supersession to University DPC notification No CUJ/Admin/DPC/2019/361 dated 12.07.2019 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 is thus open to internal eligible regular employees of the Central University of Jammu only.

Sl. No	Name of Post	No. of Posts	Minimum Qualification and criteria for Promotion
1.	Assistant Registrar	01	5 years of regular service as Section Officer / Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test.

1. All eligible regular employees desirous for Departmental Promotion should submit duly filled up application form enclosed herewith and submit it in the office of **Registrar, Central University of Jammu** by hand upon proper receipt. Last date of receipt of application form is **09.08.2023**.

2. TERMS AND CONDITIONS:

- a. Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the Annual Performance Appraisal Reports (APARs). Performance reported only at least "Good (Grade Point 5)" consistently for the preceding five years will be considered.
- b. 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. Based on the merit from among the eligible candidates having requisite experience from feeder cadres, University will hold the departmental written test as per CRR, 2022 and fix minimum qualifying marks, in addition to screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of qualifying service. The University may also fix any other criteria for consideration of the DPC.

c. The departmental test shall determine the merit of the candidate. Syllabus of departmental test is attached herewith as **Annexure 'A'**. The DPC will make its own assessment of the officers and will determine the merit of those being assessed for promotion and accordingly, grade the officers as 'fit' or 'unfit'. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel.

d. 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.

e. Promotions shall take effect from the date of joining.

**Sd/-
Registrar**

Encl: Application form & Syllabus

Copy to:

1. All Deans
 2. All Heads
 3. All Wing Officers
 4. All Branch Officers
 5. PS to Vice Chancellor
 6. PA to Finance officer
 7. PA to Registrar
 8. ICT Cell (to upload it on the University website for information of Non-teaching staff)
- } With request to inform all concerned regular Non-teaching Staff



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Annexure 'A'

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, 1944 & 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.



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

APPLICATION FORM FOR DEPARTMENTAL PROMOTION

Name of the post applied for.....

A. GENERAL INFORMATION:

Paste your recent
past port size
photograph

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage:

i. Father's name.....

ii. Mother's name.....

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

4. Gender: Male / Female /

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

6. Nationality.....

7. Religion.....

8. State to which the applicant belong.....

9. Permanent Address:

.....

.....

Pin Code.....

10. Address for Correspondence.....

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

11. Email ID..... Mobile.....

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.

Signature of the Applicant

Place.....

Date.....

Check list 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)	