



जम्मू केंद्रीय विश्वविद्यालय  
**Central University of Jammu**

राया-सूचानी (बागला), जिला: सांबा - 181143, जम्मू; जम्मू एवं कश्मीर  
Rahya-Suchani (**Bagla**), District **Samba** ó 181143, **Jammu** (J&K)

No.CUJ/Estb/NT/2023/285

26.05.2023

**NOTIFICATION No. 03 / DPC2023**

**Sub: Syllabus for Written/Skill/Trade/Professional Test for departmental promotions of Non-Teaching staff for C posts of Lower Division Clerk - Reg.**

**Ref:** Notification No. 01 / DPC2023 dated 17.05.2023

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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 promotions of Group C posts of **Lower Division Clerk** that the University will conduct Written/Skill/Trade/Professional Test on **01.06.2023** (Thursday) in the Academic Block at 10:00 AM. **Syllabus** of Written/Skill/Trade/Professional Test is as follows:

1. Office system & office procedures
2. Filing & Drafting
3. Basic computer knowledge
4. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)

Sd/-  
(Prof Yashwant Singh)  
**Registrar(I/c)**  
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01923-249658

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