



जम्मू केंद्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JAMMU

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



No. CUJ/Estb/NT/2023/925

11.12.2023

**Notification No. 14 / DPC 2023**

**Sub: Syllabus for Written/Skill/Trade/Professional Test for departmental promotions of Non-Teaching staff for B post of Assistant- Reg.**

**Ref:** Notification No. 10 / DPC2023 dated 20.11.2023

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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 B post of **Assistant** that the University will conduct Written/Skill/Trade/Professional Test on **20.11.2023 (Wednesday)** in the Academic Block.

**Syllabus** of Written/Skill/Trade/Professional Test is as follows:

1. Acts, Statutes & Ordinances
2. Leave & Service Rules
3. General Financial Rules
4. Office Systems and Office procedures
5. Filing and Drafting
6. Computer Knowledge

Sd/-  
(Prof. (Dr.) Yashwant Singh)  
**Registrar (I/c)**

Ph: 01923-249658

Email: [registrar@cujammu.ac.in](mailto:registrar@cujammu.ac.in)

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