



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 Estab.NT/EN33/2025/789

25.11.2025

NOTIFICATION No. 271/2025

Sub: Tentative date of Written Test for various Non-Teaching posts advertised vide Employment Notification No.33 dated 28.01.2025 and Employment Notification No. 34 dated 24.10.2025-Reg

Ref: (i) Employment Notification No.33 dated 28.01.2025.
(ii) Employment Notification No. 34 dated 24.10.2025.

It is hereby notified for the information of all the candidates who have applied for various non-teaching posts advertised vide Employment Notifications under reference that the Central University of Jammu (CUJ) will conduct **Written Test** for various Non-Teaching posts tentatively on following dates:

Sl.No.	Name of posts	Employment Notification No.	Tentative Written Test Date & Time
Morning Shift (11:00 AM to 12:30 PM) Reporting time: 9:30 AM			
1.	Private Secretary	33	06.12.2025 (Saturday)
2.	Personal Assistant	33	
3.	Hindi Typist	33	
4.	Library Attendant	33 & 34	
Evening Shift (2:30 PM to 4:00 PM) Reporting time: 1:00 PM			
5.	Lower Division Clerk	33	06.12.2025 (Saturday)

- Syllabus** for written test is attached as **Annexure I**.
- Negative Marking:** There will be negative marking of 0.33 marks for each incorrect answer.
- Venue /Examination Centre:** Academic Block, Central University of Jammu, Rahya – Suchani (Bagla), District Samba, 181143, Jammu and Kashmir.
- Eligibility:** The final scrutiny lists of provisionally eligible and not-eligible candidates have already been uploaded on the University website after the scrutiny.
- Admit Cards:** Candidates found eligible by the Screening Committee can download provisional Admit Cards from SAMARTH Recruitment Portal (<https://cujammunt.samarth.edu.in/index.php/site/login>) after 27.11.2025, by entering registered Username & Password. Candidates are required to bring provisional Admit Card in original to Examination Hall along with valid identity proof viz. Aadhar Card, Voter Card, Driving License and Passport failing which he/she shall not be allowed to enter Examination Hall.
- Scribe:** The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate (**Annexure II**) to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment OM dated 10.08.2022. The CUJ will provide scribe to such PwBD candidates on



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production of the said certificate. The requirement of the scribe must be informed two days prior to exam in writing are quest to the Registrar at ntrecruitment2023@cujammu.ac.in only.

8. Where the number of candidates qualifying the written test is still large and it is not feasible or convenient to conduct skill and/or Applied Test, the University will restrict the number of candidates in the ratio of **1:15** for each post on the basis of marks/merit in written test.

9. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc..Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination.

10. Mere appearing in the written test doesn't ascertain/determine the eligibility of any candidate. If at any stage, any candidate is found ineligible, his/her candidature will be cancelled.

11. Candidates are once again informed to check University website www.cujammu.ac.in at regular intervals since all notifications and updates will be uploaded on website only.

Sd/-
Prof. (Dr.) Yashwant Singh
Registrar
registrar@cujammu.ac.in

Copy to: ICT Cell for uploading on University website



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ANNEXURE I

SYLLABUS FOR NON-TEACHING POSTS

Syllabus 70 Questions: Objective Type
A. General Awareness / Current Affairs/General Aptitude Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World & National /International Organizations / Institutions, events.
B. General English Questions on Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction, Idioms & Phrases and one-word substitution
C. Reasoning/ Numerical Aptitude/ Mental Ability Analogies—Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/numbers coding, decoding & classification, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work, Time & Distance and Tables & Graphs.
D. Domain Knowledge
1. PRIVATE SECRETARY Office Procedure & Office Management, National Pension System, Computer Knowledge, Right to Information Act, 2005, Central Universities Act, 2009, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules 1964, e-procurement, reservation policy, General Financial Rules, etc
2. PERSONAL ASSISTANT Office Procedure & Office Management, National Pension System, Computer Knowledge, Right to Information Act, 2005, Central Universities Act, 2009, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules 1964, e-procurement, reservation policy, General Financial Rules, etc.
3. LOWER DIVISION CLERK CCS(Leave) Rules 1972, CCS(LTC) Rules, CCS (Conduct) Rules 1964, Right to Information Act 2005, Computer knowledge of MS-Word, Excel, PowerPoint, Email, spreadsheets etc..
4. HINDI TYPIST राजभाषा अधिनियम तथा विविध संवैधानिक विधिक उपबंधों की जानकारी, अंग्रेजी से हिन्दी अनुवाद, वैज्ञानिक एवं सामान्य प्रकार, हिन्दी से अंग्रेजी अनुवाद, हिन्दी में पत्र लेखन, प्रशासनिक एवं तकनीकी शब्द निर्माण, वस्तुनिष्ठ प्रश्न (Objective type question), हिन्दी साहित्य एवं राजभाषा संबंधी, संक्षिप्त हिन्दी व्याकरण
5. LIBRARY ATTENDANT Library and Society, Library Resources: Acquisition and Processing, Library Records, Cataloguing and Stalking of books, Basic Computer Applications in Libraries etc



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ANNEXURE II

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer.....Chairperson	Officer/Civil Surgeon/Chief	District Medical		

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: