

# UNIVERSITY OF JAMMU

## NOTIFICATION

Applications on prescribed form are invited from the inservice Senior/Junior Assistants of the University for the Posts of Steno-typists in the pay scale of Rs. 5200-20200 with Grade Pay of Rs. 2400/- (revised) so as to reach in the office of the I/c (C&R-NTW), First Floor, Administration Block-II, University of Jammu on or before 27.11.2017.

The applicants must have a minimum speed of 40 words per minute in typing and atleast 60 words per minute in Shorthand.

Total vacant positions = 10

### Category-wise break-up of vacant positions

i) Open Category	=	06
ii) RBA	=	02
iii) Scheduled Caste	=	01
iv) Scheduled Tribe	=	01

The application forms can be obtained from the Assistant Registrar (Services) on production of requisite Cash receipt.

  
REGISTRAR

No. Estab./C&R/NTW/17/2895-2994

Dated: 07-11-2017

Copy to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Worthy Vice-Chancellor please.
2. Sr. P.A o the Dean Academic Affairs/Dean Research Studies.
3. Sr. P.A. to Registrar/Sr. P.A. to Controller of Examinations.
4. Director, DDE/CDC/DLL/DIQA/Physical Education/HRDC/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Norrani Museum of Heritage/DSRS//Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and performing Arts, Design and Architecture /Centre for Women's Studies/Centre for IT Enabled Services & Management.
5. Dean Students Welfare/Provost, (Boy's / Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All heads of the Teaching Departments of the University
8. I/c Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Sr. P.A to the Joint Registrar (Finance)
12. Programme Coordinator, NSS
13. All Wardens of University Hostels
14. All Joint/Deputy/Assistant Registrars
15.  I/c University Website with the request to upload the same in the University website.
16. Executive Engineer, UWD/Manager Guest House
17. Medical Officer, University Health Centre
18. President, JUNTEU/JUNGEU
19. PRO to Vice-Chancellor, Vice-Chancellor Secretariat
20. Security Officer
21. All Sections
22. Guard file