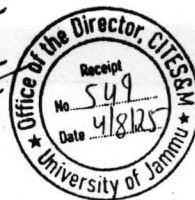


UNIVERSITY OF JAMMU

AP-I
Jammu
04/8/25



NOTIFICATION

Sub: Guidelines/Policy for Appointments as Junior Assistants on Compassionate Grounds/33% quota for matriculate Class-IV employees/ 17% quota for graduate Class-IV employees in the University of Jammu.

Based on the recommendations of the Committee constituted for framing of policy for appointments as Junior Assistants on Compassionate Grounds/33% quota for Class-IV employees/17% quota for graduate Class-IV Employees and approval of the same by the Hon'ble Vice-Chancellor, University of Jammu, It is hereby circulated for the information of all concerned that following policy/guidelines shall be followed in the University of Jammu for appointment as Junior Assistant on compassionate grounds/33% quota for matriculate Class-IV employees/ 17% quota for graduate Class-IV employees:-

S. No.	Type of Recruitment	Eligibility Conditions/Policy recommended
1.	33% quota	<ol style="list-style-type: none">1. Matriculate with three years service against substantive position.2. Qualify software based computer type test with 25 w.p.m. speed with 90% accuracy.3. Promotion as per seniority subject to available vacancies.
2.	17% quota	<ol style="list-style-type: none">1. Graduate and above with three years service against substantive position.2. Promotion as per seniority subject to available vacancies after exhausting of 33% quota already fixed.3. Incumbent shall be placed as Incharge/Officiating, Junior Assistant firstly and shall be placed as Junior Assistant only after qualifying the software based computer type test with speed of 25 w.p.m. with 90% accuracy within six months of placement as Incharge Junior Assistant in maximum of four chances within given six months. Revised salary, seniority and other benefits shall be given with effect from the date they qualify the computer type test. However, those incumbents who qualify the computer type test in first chance shall be given all benefits w.e.f. the date of their placement as Incharge Junior Assistant. If they fail to qualify the computer type test within six months or four chances as per past practice, their placement as Incharge, Junior Assistant shall be treated as null and void and they shall be

		reverted back to their original post.
		4. An affidavit duly sworn in before First Class Magistrate be obtained from the applicants undertaking that if they fail to qualify the computer type test within six months or four chances, whichever is earlier, they shall deemed to have been reverted back to their original position.
3.	Compassionate cases	<p>1. Graduate wards of the deceased employees, if cleared by the Competent Authority (Lieutenant Governor) as per S.O. 397.</p> <p>2. Needs to qualify the software based computer type test with 40 w.p.m. with 90% accuracy within one year from their appointment.</p> <p>3. If they fail to qualify the computer type test within given period of one year, their increments shall be withheld. Withheld increments shall be released without arrears only after they qualify the computer type test as DoPT rules in vogue.</p>

All computer type tests to be conducted from an outside Agency approved by the University and policy shall be implemented in letter and spirit.

By Order,


REGISTRAR 18/5

No: Estab./25/ 8679-8778

Dated: 01-08-2025

Copy to :-

1. Special Secretary to the Vice Chancellor for the kind information of the worthy Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/MMTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani 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 Students Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File