

UNIVERSITY OF JAMMU

CIRCULAR

Applications on plain paper are invited from permanent Class-IV employees of Main Campus of the University having completed three years service against substantive position and holding graduate degree or above with at least six months certificate course in computers from reputed Organization/ Institution under 17% quota reserved for promotion to the post of Junior Assistant. Applications should be routed through proper channel and should reach the office of the undersigned within ten (10) days from the issue of this circular (alongwith attested copy of Graduate degree/marks cards & requisite computer certificate/ diploma).

Further, the applicants are required to submit an affidavit along with above said applications duly sworn before the 1st Class Magistrate to the effect that the concerned shall qualify the computer type test with a speed of 25 w.p.m. within a period of six months or maximum four chances, whichever is earlier, failing which he/she shall be automatically reverted back to the post of Class-IV previously held by him/her and the revised salary, seniority and other benefits etc. shall be provided to them only after qualifying the required computer type test.


REGISTRAR 11/6/26

No: Estab./26/ 4951-5051

Dated: 11-06-2026

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Dean Research Studies/Dean Planning & Development/Dean Academic Affairs/Dean Students Welfare/Dean Students Placement
3. All Heads/Directors of the Teaching Departments of the University
4. Controller of Examination/ Director, CDC /Finance Officer/ Director, CD&OE/ Director, CITES&ET/ Director, DIQA/ Administrator GZSAC/Chief Proctor/Provost(Boys/Girls Hostel)/ I/c. Librarian, Dhanvaniri Library
5. All Joint Registrars/Executive Engineer, UWD
6. President, JUTA/JUOWA
7. Programme Coordinator, NSS
8. All Wardens of the University Hostels
9. All Deputy Registrars/Chief Accounts Officer/Coordinator, Campuses/Public Relation Officers/Nodel Officer, Amrit Kaal Initiatives/Assistant Registrars/Campuses Development Officer/Medical Officer, UHC/Arboriculturist/Manager, University Guest House/Media Officer
10. President, JUNTEU/JUNGEU
11. All Sections
12. Guard file

Office/AP-I


15/6/26
