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No.   CUJ/Estb/NT/2023/ 923   11.12.2023

Notification No. 11 / DPC 2023

Sub: Syllabus for Written/Skill/Trade/Professional Test for departmental promotions of Non-Teaching staff for B post of Senior Technical Assistant (Computers) - Reg.

Ref: Notification No. 07 / 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 **Senior Technical Assistant (Computers)** 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. Computer Networking
2. MS Word, Excel and Power Point Presentation
3. Leave and Service 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

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