जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu
राया–सूचानी (बागला), जिला सांबा–181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

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NOTIFICATION No. 07 / DPC 2023

Sub: Departmental Promotions of Non-Teaching staff for Group B post of Senior Technical Assistant (Computers) - Reg.

The University invites applications from the internal regular non-teaching employees of the University for filling up following post under promotion quota. This post will be filled up with Departmental Promotion Procedures and are thus open to internal eligible regular employees of the Central University of Jammu only.

Sl. No	Name of Post	No. of Posts	Minimum Qualification & Experience
1.	**Senior Technical Assistant (Computer)** Group B (Pay Level 6)	**01**	Technical Assistant with 5 years of regular service at Level 5 (PB-1 (Rs. 5200-20200) + Grade pay Rs 2800).

1. All eligible internal regular employees for Departmental Promotion should submit duly filled up application form enclosed herewith and submit it in the office of **Registrar, Central University of Jammu** by hand upon proper receipt. Last date of receipt of application form is **06.12.2023 (5 PM).**

2. **TERMS AND CONDITIONS:**
   a. Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the Annual Performance Appraisal Reports (APARs). Only performance reported at least "Good (Grade Point 5)" consistently for the preceding five years will be considered.
   b. To assess the competence in an objective manner, the University may decide the method and procedure to be followed for promotion in respect of any category of posts and may hold the departmental test (written/skill/trade/professional tests) and fix qualifying marks, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of qualifying service. The University may also fix any other criteria for consideration of the DPC.
   c. The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.
   d. The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts up to the Pay Level 12 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no

supersession in promotion among those who are graded 'fit'.

e. Qualifying in Typing Test/ Skill Test with knowledge of computers will be the compulsory requirement for promotion to the post of Senior Technical assistant (Computer).

f. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment

g. Promotions shall take effect from the date of joining.

Sd/-
(Prof (Dr.) Yashwant Singh)
Registrar (I/c)
registrar@cujammu.ac.in
01923-249658

Encl: Application form

Copy to:
1. All Deans
2. All Heads
3. All Wing Officers
4. All Branch Officers

With request to inform all concerned regular Non-teaching Staff

5. PS to Hon'ble Vice Chancellor
6. ICT Cell (to upload it on the University website for information of Non-teaching staff)