जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया–सूचानी (**बागला**), जिलाः **सांबा** – 181143, **जम्मू** जम्मू एवं कश्मीर
Rahya-Suchani **(Bagla),** District **Samba** – 181143, **Jammu** (J&K)

No.CUJ/Estb/NT/2023/264   17.05.2023

NOTIFICATION No. 01 / DPC2023

Sub: Departmental Promotions of Non-Teaching staff for Group C posts of Lower Division Clerks - Reg.

The University invites applications from the internal regular non-teaching employees of the University for filling up following posts under promotion quota. These posts 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.	**Lower Division Clerk** Group C (Pay Level 2)	02	Vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years Only those Group-C (Level-1) employees, who are holding the posts of Office Attendant / Peon / MTS / Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.
		01	Vacancy shall be filled on seniority- cum-fitness basis from Group 'C' (MTS / Office Attendant/Peon) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent.

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 **24.05.2023** (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 atleast "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 departmental test shall only be qualifying in nature. The DPC will make its own

assessment of the officers and will determine the merit of those being assessed for promotion and 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 will be no supersession in promotion among those who are graded 'fit'.

d. Qualifying in Typing Test/Skill Test with knowledge of computers will be the compulsory requirement for promotion to the post of Lower Division Clerk

e. 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

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

Sd/-
(Prof 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)

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया–सूचानी ;बागला, जिला संबा–181143 जम्मू जम्मू एवं कश्मीर
Rahya-Suchani (Bagla), District **Samba**-181143, **Jammu** (J&K)
****

APPLICATION FORM FOR DEPARTMENTAL PROMOTION

Name of the post applied for...

Paste your recent past port size photograph

A. GENERAL INFORMATION:

1. **Name in Full**..
   (IN BLOCK LETTERS)

2. **Parentage:**
   i. Father's name……..

   ii. Mother's name……...…

3. **Date of Birth**: Day.................. Month............. Year……………………………………..

4. **Gender**: Male / Female / ……………………………………………………………...

5. **Please tick the Category:** General / SC/ ST / OBC / ………………………….............

6. **Nationality**...

7. Religion…………………………………………………………………………………….

8. **State to which the applicant belong**……………..…………………………………………

9. **Permanent Address**: ………………………………………………….….…………

   …………………………………………………………………………………………………

   …………………………………………………………………………………………………

   Pin Code…………………

10. **Address for Correspondence**………………………………………………………….……

    …………………………………………………………**Pin Code**…………………….

11. **Email ID**…………………………………… ……**Mobile**…………………………………

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board / University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Subjects
Matriculation						
Higher Secondary						
Bachelor's degree						
Master's Degree						
M. Phil.						
Ph. D.						
Any other Qualifications						

C. QUALIFYING SERVICE IN THE UNIVERSITY (start from Present post held)

Designation	Name of the Department / Branch / Cell	Pay Level	Nature of Experience	Period of service		
				From	to	Period
I.						
II.						
III						
IV						
V						

I hereby undertake that I have read and understood the terms and conditions of the University Notification no…………… dated…………….for departmental promotion and having accepted all the terms and conditions hereby declare that all entries made by me in this application form are true,

complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature / appointment is liable to be cancelled / terminated.

Signature of the Applicant

Place..........................

Date...........................

S.No.	Documents	Page No
	Check list of Documents to be enclosed in the following order and each page/sheet be self-attested and page numbered	
1.	10th Class Marks Sheet	
2.	10th Class Certificate	
3.	12th Class Marks Sheet	
4.	12th Class Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelor's Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M.Phil Marks Sheet	
10.	M.Phil Degree	
11.	Ph.D Degree	
12.	Category Certificate (if applicable) SC/ST in the prescribed format	
13.	Any other (Please Specify)	