



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी (बागला), जिला सांबा -181143, जम्मू (जम्मू एवंक शमीर)
Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

No: CUJ/Estab.NT/EN28/2023/630

11.05.2023

NOTIFICATION No. 04 / EN28

Sub: Tentative date(s) of written Test for Non-Teaching posts advertised vide Employment Notification No. 28 dated 22.03.2023-Reg

Ref: (i) Employment Notification No. 28 dated 22.03.2023
(ii) Notification No. 01/EN28 dated 01.05.2023

It is hereby notified for the information of all the candidates who have applied for various non-teaching posts advertised vide Employment Notification under reference that the Central University of Jammu (CUJ) will conduct **Written Test** for various Non-Teaching posts tentatively on following dates:

Post	Tentative Written test date
1. Section Officer	<p>03.06.2023 (Saturday)</p> <p>&</p> <p>04.06.2023* (Sunday)</p>
2. Private Secretary	
3. Personal Assistant	
4. Assistant	
5. Junior Engineer (civil)	
6. Statistical Assistant	
7. Upper Division Clerk	
8. Library Attendant	
9. Driver	
10. Lower Division CLerk	

* in case of requirement

2. **Syllabus** for written tests is attached as **Annexure I**.

3. **Negative Marking:** There will be negative marking of 0.33 marks for each incorrect answer.

4. **Venue / Examination Centre** for written test examination is Academic Block, Central University of Jammu, Rahya - Suchani (Bagla), District Samba, 181143, Jammu and Kashmir.

5. **Eligibility:** A list of eligible and not-eligible candidates except the post of Lower Division Clerk (indicating the reason for being not-eligible) will be uploaded on the University website soon after the scrutiny. Candidates who are shown not-eligible at this stage will have an opportunity to submit their grievances / clarification with documentary evidences for reconsideration within a stipulated deadline. After taking into consideration the grievances / clarification, if any, the scrutiny committee will arrive at the final list of eligible candidates for written test.

6. **Admit Cards:** Candidates found eligible by the Screening Committee can download provisional Admit Cards from SAMARTH Recruitment Portal (<https://cujammunt.samarth.edu.in/index.php/site/login>) by entering registered Username & Password. Candidates are required to bring provisional Admit Card in original to Examination Hall along with valid identity proof viz. Aadhar Card, Voter Card, Driving Licence and Passport failing which he/she shall not be allowed to enter Examination Hall.

7. **Scribe:** The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate (**Annexure II**) to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment OM dated 10.08.2022. The CUJ will provide scribe to such PwBD candidates on production of the said certificate. The requirement of the scribe must be informed two days prior to exam in writing a request to the Registrar at ntrecruitment2023@cujammu.ac.in only.

8. Where the number of candidates qualifying the written test is still large and it is not feasible or convenient to conduct skill and/or Applied Test, the University will restrict the number of candidates in the ratio of **1: 20** for each post on the basis of marks / merit in written test.

9. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc.. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his / her appointment shall be liable to termination.

10. Mere appearing in the written test doesn't ascertain/determine the eligibility of any candidate. If at any stage, any candidate is found ineligible, his/her candidature will be cancelled.

11. Candidates are once again informed to check University website www.cujammu.ac.in at regular intervals since all notifications and updates will be uploaded on website only.

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

Copy to: ICT Cell for uploading on University website



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)

ANNEXURE I

SYLLABUS FOR NON-TEACHING POSTS

(ADVERTISED VIDE EMPLOYMENT NOTIFICATION NO. 28 DATED 22.03.2023)

Syllabus 70 Questions: Objective Type
<p>A. General Awareness / Current Affairs / General Aptitude Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs - India & World & National / International Organizations / Institutions, events.</p>
<p>B. General English Questions on Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction, Idioms & Phrases and one-word substitution</p>
<p>C. Reasoning / Numerical Aptitude / Mental Ability Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Time & Work, Time & Distance and Tables & Graphs.</p>
<p>D. Domain Knowledge</p>
<p>1. SECTION OFFICER</p>
<p>Central Universities Act, 2009, Fundamental Rules & Supplementary Rules, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules, 1964, CSMA Rules, 1944 & Contributory Health Service Scheme, CVC Manual, Right to Information Act, 2005, MACP, Reservation in Services – SC/ST/PWD/OBC/EWS, DPC - proceedings and procedures, GeM, e-Procurement, General Financial Rules, Office procedure & Office Management, National Pension System, etc.</p>
<p>2. PRIVATE SECRETARY</p>
<p>Central Universities Act, 2009, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules, 1964, CVC Manual, Right to Information Act, 2005, Reservation in Services – SC/ST/PWD/OBC/EWS, General Financial Rules, Office procedure & Office Management, National Pension System, Computer Knowledge, e-procurement, General Financial Rules, etc</p>
<p>3. PERSONAL ASSISTANT</p>
<p>Office procedure & Office Management, National Pension System, Computer Knowledge, Right to Information Act, 2005, Central Universities Act, 2009, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules, 1964, e-procurement, reservation policy, General Financial Rules, etc.</p>
<p>4. JUNIOR ENGINEER (CIVIL)</p>
<p>Principles & classification of surveying; Mechanics & structural analysis; Reinforced concrete</p>

structures; Concrete technology; Classification, Properties, Grading, Working stress and Limit state method concepts of steel design; Soil Mechanics & Foundation Engineering; Highway Engineering: Fluid mechanics and Hydraulics; Construction Practice, Planning and Management; Construction control and management, various testing methods, software like STAD Pro etc.

5. ASSISTANT

Central Universities Act, 2009, Fundamental Rules & Supplementary Rules, CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules, 1964, Right to Information Act, 2005, Reservation in Services – SC/ST/PWD/OBC/ EWS, DPC - proceedings and procedures, GeM – basic knowledge, General Financial Rules and Computer knowledge of MS-Word, Excel, PowerPoint, Email, spreadsheets etc.

6. STATISTICAL ASSISTANT

Measures of Central Tendency and Dispersion, Measure of Correlation, Regression , Analysis of Time Series and Index Numbers, Economic & National Income, Computer and Mathematics, etc.

7. UPPER DIVISION CLERK

CCS (Leave) Rules, 1972, CCS (LTC) Rules, CCS (Conduct) Rules, 1964, Right to Information Act, 2005, GeM – basic knowledge and Computer knowledge of MS-Word, Excel, PowerPoint, Email, spreadsheets etc..

8. LOWER DIVISION CLERK

CCS (Leave) Rules, 1972, CCS (Conduct) Rules, 1964, Right to Information Act, 2005, Computer knowledge of MS-Word, Excel, PowerPoint, Email, spreadsheets etc..

9. DRIVER

Basic Maintenance and Servicing of heavy Vehicle, Emergency Handling Techniques, Knowledge of Tools and Documents related to heavy Vehicle, Traffic Rules & Regulations

10. LIBRARY ATTENDANT

Library and Society, Library Resources: Acquisition and Processing, Library Records, Cataloguing and Stalking, Computer Applications in Libraries etc.

ANNEXURE II

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: