



जम्मू केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JAMMU

राया-सुचानी;बागला, जिला सांबा-181143, जम्मू;जम्मू एवं कश्मीर
Rahya -Suchani(Bagla), District Samba -181143, Jammu (Jammu & Kashmir)



No. CUJ/Estb/NT/2023/923(A)

11.12.2023

Notification No. 12 / DPC 2023

Sub: Syllabus for Written/Skill/Trade/Professional Test for departmental promotions of Non-Teaching staff for C post of Semi Professional Assistant- Reg.

Ref: Notification No. 08 / 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 C posts of **Semi Professional Assistant** 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. Library Classification and Library Automation
2. Digital Library
3. Office Systems and Office procedures
4. Filing and Drafting
5. Basic 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).