



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/DPC/2024/ 521

27.08. 2024

Notification No. 73/ DPC 2024

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

Ref: Notification No. 69/ DPC2024 dated 13.08.2024.

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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 post of **Semi Professional Assistant** that the University will conduct Written/Skill/Trade/Professional Test on **30.08.2024** in the Academic Block at 10:30AM. **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

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