



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 Estab.NT/EN29/2023/66

14.01.2025

NOTIFICATION No. 33 /2025

Sub: Tentative date (s) of Written Test for various Non-Teaching posts advertised vide Employment Notification No.29 dated 30.10.2023, Employment Notification No. 31 dated 09.02.2024 and Employment Notification No. 32 dated 28.11.2024 -Reg

Ref: (i) Employment Notification No.29 dated 30.10.2023.
(ii) Employment Notification No.31 dated 09.02.2024.
(iii) Employment Notification No.32 dated 28.11.2024.

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

Sl.No.	Name of post	Employment Notification No.	Tentative Written Test Date & Reporting Time
1.	Personal Assistant 1-OBC(BL)	29	01.02.2025 (Saturday) Reporting Time: 09:30 AM
2.	Upper Division Clerk (1-UR, 1-PwBD-HH(BL))	29	
3.	Upper Division Clerk (1-UR)	31	
4.	Library Attendant (1-PwBD-VH(BL))	29	
5.	MTS (1-UR)	29 & 32	
6.	Peon/Office Attendant (2-UR)	29 & 32	

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. **Admit Cards:** A Final scrutiny list of eligible and not-eligible candidates (indicating the reason for being not-eligible) has been uploaded on the University website. Candidates found eligible by the Screening Committee can download provisional Admit Cards for written test after **22.01.2025** from SAMARTH Recruitment Portal (<https://cujammunt.samarth.edu.in/index.php>) 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 License and Passport failing which he/she shall not be allowed to enter Examination Hall.

6. Candidate who are not able to download admit card from SAMARTH portal, may request Establishment (Non- Teaching) section on email- ntrecruitment2023@cujammu.ac.in not later by **30.01.2025 (05:00 PM)** for issue of duplicate /photo copy of admit card.



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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 with 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 **1:15** as per CRR for each post on the basis of marks/merit in written test.
9. In case, any candidate wish to appear in Hindi medium for written test, he/she should request in writing /e-mail for same at e-mail id ntrecruitment2023@cujammu.ac.in on or before **30.01.2025 (Upto 05:00 PM)** without fail.
10. 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.
11. 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.
12. 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. Hindi version of the notification will follow.

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

Copy to: ICT Cell for uploading on University website



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ANNEXURE I

SYLLABUS FOR NON-TEACHING POSTS

(ADVERTISED VIDE EMPLOYMENT NOTIFICATION NO. 29 DATED 30.10.2023, EMPLOYMENT NOTIFICATION NO. 31 dated 09.02.2024 & EMPLOYMENT NOTIFICATION NO. 32 dated 28.11.2024)

Syllabus 70 Questions: Objective Type
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.
B. General English Questions on Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction, Idioms & Phrases and one-word substitution
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.
D. Domain Knowledge
1. PERSONAL ASSISTANT
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.
2. UPPER DIVISION CLERK
CCS(Leave)Rules1972, 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.
3. PEON/OFFICE ATTENDANT & MTS
Knowledge of Office Procedures & Office Management and Office Equipment, Knowledge of cleanliness and upkeep of the section, photocopying, scanning of documents.
4. LIBRARY ATTENDANT
Library and Society, Library Resources: Acquisition and Processing, Library Records, Cataloguing and Stalking of books, Basic Computer Applications in Libraries etc



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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: