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No. CUJ/Estb/NT/2024/312   03.12.2024

NOTIFICATION No. 95 / DPC 2024

Sub: Departmental Promotions of Non-Teaching staff for Group B and Group C posts- Reg.

The University invites applications from the internal regular non-teaching employees of the University for filling up following post under promotion quota. This post 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	Group	No. of Posts	Eligibility
1.	**Assistant**	B	03	*UDC / Statistical Assistant with five years regular service in respective levels according to seniority-cum-fitness*
2.	**Library Assistant**	C	01	*Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in pay level 1.*

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 **13.12.2024.**

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 at least "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 eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.

   d. The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being

assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11, 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 shall be no supersession in promotion among those who are graded 'fit'.

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.

g. The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

Sd/-
Prof. (Dr.) Yashwant Singh
Registrar
Ph: 91-8082197957
Email: registrar@cujammu.ac.in

Encl: Application form

Copy to:

1. P.S. to HVC
2. ICT Cell (to upload it on the University website for information of Non-teaching staff)

Central University of Jammu

Rahya-Suchani (Bagla),District **Samba**-181143,**Jammu**(J&K)

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<u>APPLICATION FORM FOR DEPARTMENTAL PROMOTION</u>

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. Male/Female/……………………………………………………………………...

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

6. **Nationality**...

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

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

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						

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..........................

Checklist of Documents to be enclosed in the following order and each page/ sheet be self-Attested and page numbered		
S.No.	**Documents**	**Page No**
1.	10th Class Marks Sheet	
2.	10thClass 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)	