



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/2024/760

16.12.2024

Notification No.106/ DPC 2024

Sub: Syllabus for Written Test for departmental promotion of Non-Teaching staff for Group A post of Assistant Registrar- Reg.

Ref: Notification No. 94/ DPC2024 dated 03.12.2024

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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 promotion of Group A post of **Assistant Registrar** that the University will conduct Written Test on **04.01.2025** in the Academic Block at 10:00 AM. **Syllabus** of Written Test is as follows:

Syllabus for Departmental Test for the promotion post of Assistant Registrar

- Central Universities Act 2009
- Fundamental Rules & Supplementary Rules
- CCS (Leave) Rules 1972
- CCS (LTC) Rules
- CCS (Conduct) Rules 1964
- CSMA Rules & Contributory Health Service Scheme
- CVC Manual
- Right to Information Act 2005
- MACP
- Reservation in Services – SC/ST/PWD/OBC/EWS
- GeM, e-Procurement, General Financial Rules
- Office procedure & Office Management
- National Pension System.
- Computer Knowledge including MS office, spreadsheet, etc.

Sd/-

Prof. (Dr.) Yashwant Singh
Registrar

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