

# UNIVERSITY OF JAMMU

## NOTIFICATION

Applications on prescribed form are invited from the in-service confirmed Senior/Junior Assistants of the University of Jammu for selection against the posts of Steno-Typists in the pay scale of Rs. 5200-20200 with Grade Pay of Rs. 2800/- pre-revised, revised to Level -5 (29200-92300) so as to reach in the office of the Assistant Registrar (C&R-NTW), First Floor, Administration Block-II, University of Jammu on or before **25.02.2025**.

The applicants must have a minimum speed of 40 words per minute in typing and atleast 60 words per minute in Shorthand.

**Total Vacant positions** = 05

Category –wise break-up of vacant positions

i) Open Merit	= 02
ii) Scheduled Caste	= 01
iii) Scheduled Tribe 1	= 01
iv) Scheduled Tribe 2	= 01

The applicants interested to apply are requested to download the application form from the University website [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in) and submitted the same alongwith the Bank Draft worth **Rs. 1180/-** drawn in favour of the 'Entrance Examination Cell, University of Jammu' encashable at Jammu.

This notification is being issued in supersession of all the earlier notifications, if any.

REGISTRAR

No .Estab./NTW/C&R/25/ 138-60

Dated: 11-02-2025

Copy to: -

1. Spl. Secretary to The Vice-Chancellor
2. Dean Academic Affairs / Dean Research Studies/Dean Planning & Development/ Registrar/ Controller of Examinations/Finance Officer/DCD/DDE/Director (DIQA)
3. All Rectors/Directors of the Offsite Campuses of the University.
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
5. All Heads /Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditoriums
7. Employment Information-cum-Advisory Bureau, University of Jammu
8. All Joint Registrars
9. I/c Computer Centre/Coordinator Campuses
10. Director, Disaster Management Cell/OSD Foreign Collaborations
11. Programme Coordinator, NSS
12. All Wardens of University Hostels
13. All Dy. Registrars/SE/EXEN/I/c Media Cell/Manager Guest House/Chief Accounts Officer (CAO)
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. Director, Centre for ITES for uploading the same on the University website.
18. President, JUTA/JUOWA/NTEU/JUNGEA
19. All Sections
20. Forms & Stationery Section
21. Guard file