



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu
Chatha, Jammu-180009 (www.skuast.org)

Notification

It is notified for the information of all concerned:

- The skill test (Type Test), screening / written test and interview of the candidates who have applied for the posts of Asstt.-Cum-Typist advertised vide notification No's 31(Est.) of 2011 dated: 03.10.2011 has been fixed as per the date, time and venue given against the post. The qualification and criteria of selection for the above referred post is also given here under:

S. No	Name of the Post	Qualifications & Experience	Criteria	Date, time & Venue of Test										
1	Asstt.-Cum-Typist	Graduate with typing speed of 30 words per minute	Screening Test = 30 points (Paper of 100 marks with 30 % weightage) Academic Qualification <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">10+2</td> <td style="width: 50%;">05 Points (on prorata basis)</td> </tr> <tr> <td>Graduate</td> <td>10 Points (on prorata basis)</td> </tr> <tr> <td>Post Graduate</td> <td>05 Points (on prorata basis)</td> </tr> <tr> <td>Type Test</td> <td>15 Points (on prorata basis)</td> </tr> <tr> <td>Computer Knowledge (Six months certificate)</td> <td>05 Points (on prorata basis)</td> </tr> </table> Interviews – 30 Points Total – 100 Points	10+2	05 Points (on prorata basis)	Graduate	10 Points (on prorata basis)	Post Graduate	05 Points (on prorata basis)	Type Test	15 Points (on prorata basis)	Computer Knowledge (Six months certificate)	05 Points (on prorata basis)	Date: 13.02.2012 10:00 AM at Central Library, FOA, Chatha
10+2	05 Points (on prorata basis)													
Graduate	10 Points (on prorata basis)													
Post Graduate	05 Points (on prorata basis)													
Type Test	15 Points (on prorata basis)													
Computer Knowledge (Six months certificate)	05 Points (on prorata basis)													

- The weightage has been calculated on prorata basis with reference to %age of marks obtained in each examination. The formula to calculate points for each qualification is given below:

$$(\%age \times \text{Total points for a particular qualification}) / 100$$
- The candidates have to bring their own typewriters in working order for appearing in the type test at the place of venue.
- The candidates must have ensured their eligibility before applying to this post (Asstt.-Cum-Typist). Detailed scrutiny of copies of supporting documents/application forms would be done of those candidates who qualify the Screening/written test. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature would be cancelled and the **University's decision shall be final.**
- Any candidate found guilty of impersonating or submitting fabricated/tampered documents/testimonials or making false, incorrect or suppressing material information shall render him / her liable for criminal prosecution under law and may be debarred permanently or for a specific period for consideration of any or all recruitments made by the University. Also canvassing /lobbying in any form will entail disqualification of the candidate(s).
- The list of eligible candidates to be called for the skill test is also available on the University website www.skuast.org. However, individual call letters have already been dispatched to all the candidates. If due to postal delay anyone cannot get the call letter, he/she may contact with **the undersigned on 09/02/2012.**
- The candidates declared successful in the Skill test shall have to appear in the Screening/Written Test to be held on 27.02.2012 at 10:00 AM in Lecture halls of Faculty of Agriculture Chatha and the candidates who qualify the screening/written test would be interviewed on 27.02.2012 at 2:00 PM at Vice Chancellor's Office, Chatha. The list of candidates those who qualify the skill test would be displayed on the notice Board, website (www.skuast.org) and through print media.*
- All the candidates are advised to bring Photostat copies of all documents pertaining to their qualifications with marks sheet, Degrees, Diplomas, State Subject (Permanent Resident Certificate of J&K), experience and category certificate, if any at the time of Skill test & original at the time of Screening/Written test & interview.

No:AUJ/Adm/11-12/181-82
 Dated: 23. 01.2012.

Sd/-
Registrar