



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

Circular

Applications are invited from eligible in-service Class- VI employees viz., Chowkidar, Orderly, Peon, Messenger, Runner, Laboratory Attendant, Duplicating Operator, Library Attendant, Gardener, Mali and Farm Attendant etc. with more than five years of service and holding a graduate degree, as per the SKUAST Statutes Schedule-I to Chapter-III (General Administrative Cadre), Class V, Category 1, who intend to appear in the prescribed test for promotion as Assistant-cum-Typist.

The employees interested to apply are advised to sent their applications in the prescribed proforma enclosed with the Circular duly (verified from the service book) through their Controlling Officers with recommendations to the Office of the Registrar upto **31-01-2022**.

The schedule for conducting the prescribed test shall be notified separately.

**Sd/-
Registrar**

No: AUJ/Est./ G-390(D-9)/21-22/ **7086-7156**
Date: **18**-01-2022

Copy for information to:

- All Officers of SKUAST-J _____
- Dean, FoA/Dean F.B.Sc/Dean, FVSC. &AH.,/Dean SW SKUAST-J, with the request to circulate the same among the Divisions under their control.
- Chief Scientist FSR/WMRC Chatha
- Incharge Examination Cell/Coordinator School of Bio-technology.
- Incharge Data Centre with the request to uplod the same on University Website.
- I/c Stations/Sub-Stations/KVKs _____
- All Dy. Registrars/Dy. Comptrollers
- All Asstt. Registrars/Administrative Officers
- All Asstt. Comptrollers/Accounts Officers
- SVC for kind information of Hon'ble Vice-Chancellor.

Asstt. Registrar (Est.) **18/1/2022**



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Annexure-A

Bio-data of Class VI for the post of Assistant-cum-Typist

01	Name	
02	Fathers name	
03	Address	
04	Date of Birth	
05	Category	
06	First appointment Order No.& Date as Class VI (OCC,Mali etc.in SKUAST-J)	
07	Date of first joining as Class VI	
08	Pay Scale with Grade Pay	
09	Present place of posting	
	Present Pay Scale	
10	Length of service as Class VI	
11	Qualification	

Signature of the applicant

Signature of the concerned Assistant Comptroller/Accounts Officer

The applicant is eligible/not eligible as per SKUAST-Statute Schedule-I to Chapter-III (General Administrative Cadre), Class V, Category 1 and the particular given above herein are correct and verified from his service book.

Signature of the Controlling Officer

Verified and Recommended by University Officer