Circular

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

The Employees interested to apply are advised to sent their applications on the prescribed proforma Annexure (A) enclosed with this Circular (service particulars duly verified from service book by their Controlling Officers), to the Office of the Registrar upto 30-09-2022.

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

Sd/-
Registrar

No: AUJ/Est./G-390 (D-9)/2022-23/
Date: 07-09-2022

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 upload the same on University Website.
- I/c Stations/Sub-Station/KVKs
- All Joint Registrars/Dy.Registrars
- Joint Comptroller/Dy.Comptroller
- All Asstt. Registrars/Administrative Officers
- All Asstt. Comptrollers/Accounts Officers
- SVC for kind information of Hon’ble Vice-Chancellor.

Asstt. Registrar (Est.)

Registrar Office
Chatha, Jammu, J&K 180009, INDIA

Visit us at: www.skuast.org
E-mail-ID: registrar@skuast.org
Phone No.: 0191-2262012
Annexure-A

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

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<table>
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<tbody>
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<td>01</td>
<td>Name</td>
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<td>02</td>
<td>Father's name</td>
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<tr>
<td>03</td>
<td>Address</td>
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<tr>
<td>04</td>
<td>Date of Birth</td>
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<tr>
<td>05</td>
<td>Category</td>
</tr>
<tr>
<td>06</td>
<td>First appointment Order No.&amp; Date as Class VI (OCC,Mali etc.in SKUAST-J)</td>
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<tr>
<td>07</td>
<td>Date of first joining as Class VI</td>
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<td>08</td>
<td>Pay Scale with Grade Pay</td>
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<td>09</td>
<td>Present place of posting</td>
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<td>Present Pay Scale</td>
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<tr>
<td>10</td>
<td>Length of service as Class VI</td>
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<td>11</td>
<td>Qualification</td>
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</table>

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