

**CIRCULAR**

Applications are invited from in-service Assistant-cum-Typists, having five years experience in the class-V category post of Schedule I to Chapter III (General Administration Cadre) SKUAST statutes, for promotion to the post of **Stenographer**. The interested and eligible candidates are therefore required to submit their application through proper channel to this office by **31-12-2025** along with the self attested copies of all relevant educational certificates including Date of Birth, Domicile and Category certificates as well.

Promotion shall be made on the basis of performance in prescribed Skill test (i.e. Shorthand and Typing test) as laid down in the Schedule I to Chapter III (General Administration Cadre) SKUAST statutes. The date of skill test will be notified separately.

**By Order**

**Sd/-  
Registrar**

No.: AUJ/Est./25-26/F- G-390-D-9/7052-7118  
Dated: 18 -12-2025

Copy to:

- All officers of the University with a request to kindly circulate amongst the Non-teaching staff working under their administrative control.
- All HoD's of FoA/FoH&F/FoAE/FoBSc/FVSC&AH/FoDT \_\_\_\_\_.
- Incharge, University website for wide circulation.
- SVC for kind information of Hon'ble Vice-Chancellor.

*Sanjay Sharma*  
18/12/2025  
Dy. Registrar (Est.)

**SKUAST**