

**University of Agricultural Sciences and Technology of Jammu**  
**Office of the Registrar**

**CIRCULAR**

Applications are invited from in-service **Class-VI Graduate employees**, having minimum 05 years regular/satisfactory service in Class-VI category post, for promotion to the post of **Assistant-cum-Typist**. 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 qualifications including Date of Birth and Category and Domicile certificates as well.

Promotion shall be made on the basis of performance in the prescribed Skill test (i.e. 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-396-D-9/6985-7051*  
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 Sheema*  
*18/12/2025*  
**Dy. Registrar (Est.)**

**SKUAST**