



**Sher-e-Kashmir**  
**University of Agricultural Sciences & Technology of Kashmir**  
**Main Campus Shalimar Srinagar - 190025**

**C I R C U L A R**

**Sub: Filling up of vacant post of Stenographer(s) through promotion from Class-V Category-1 of Schedule-I to Chapter-II (General Administration Cadre) category of employees of SKUAST-K**

Applications are invited from eligible employees (viz. Assistant-cum-Typists) of SKUAST-K for filling up of vacant posts of Stenographer(s) through promotion in terms of Class-V, Category-1 of Schedule-I to Chapter-III (General Administration Cadre) of SKUAST-K Statutes. The eligibility requirements are as under:

<b>Eligibility for the post</b>	05 years experience in the Class-V, Category-1 of Schedule-I to Chapter-III (General Administration Cadre) of SKUAST-K Statutes (Assistant-cum-Typist/Dispatch/Receipt/Stationery/Store Clerk and equivalent Ministerial posts) subject to passing the prescribed test viz. Shorthand speed of 50 words and typing speed of 30 words per minute.
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The intending eligible employees shall move their applications, on the prescribed format, annexed herewith, through their Controlling Officers.

Applications complete in all respects should reach the Office of Registrar, SKUAST-K, Shalimar, by or before 30<sup>th</sup> of April, 2024.

Applications, if any, received after last date shall be rejected and no correspondence in this regard shall be entertained.

By Order

Sd/-  
(Parvez Ahmad Bhat)  
Deputy Registrar (Est.)

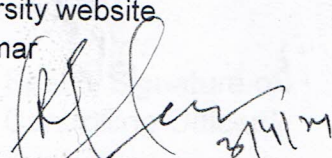
(Encl.: Proforma)

No: AU/Adm/Prom/ACT-26/24/163-222

Dated: 03 - 04 - 2024

Copy to the:

- All Officers of the University \_\_\_\_\_
- All HODs/Faculties/Stations/Institutes/KVKs/Centres of SKUAST-K for information of concerned category of employees at the respective Units
- ✓ Incharge ARIS for placing the Circular on University website
- Secretary to Vice-Chancellor SKUAST-K, Shalimar
- Circular File (w.3.s.c)

  
(Rafiq Ahmad Sheikh)  
Assistant Registrar (NT)

## Proforma

Space for  
photograph

1. Name of employee \_\_\_\_\_
2. Post held \_\_\_\_\_
3. Date of first appointment \_\_\_\_\_  
(enclose copy of order)
4. Date of probation period cleared \_\_\_\_\_  
(enclose copy of order)
5. Present place of posting \_\_\_\_\_
6. Qualification (copy enclosed) \_\_\_\_\_
7. Date of completion of Five years \_\_\_\_\_  
of regular service in Class-V  
Schedule-I to Chapter-III  
(General Administration Cadre)
8. Email \_\_\_\_\_
9. Cell No. \_\_\_\_\_
10. Enclosure(s): \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of applicant

## Certification

The above details have been verified with the service records of the concerned employee and found correct.

Application form is accordingly forwarded for consideration pursuant to Circular issued vide No. Au/Adm/Prom/ACT-26/24/163-222 dated 03 - 04 - 2024

Seal & Signature of  
Controlling Officer

No.: \_\_\_\_\_

Dated: \_\_\_\_\_