



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2023/Estt.Sec/NT/.173..

Date: 06.06.2023

NOTICE

Subject: Information regarding mode of examination for the Non-Teaching Posts (Post Code: 03, 05, 06, 07, 27, 28, 30, 31, 33, 34) and the syllabus are appended below for information of all concerned.

Reference: Advt. No. 03/NT/R/2022 dated 21.06.2022.

Sr. No.	Post	No. of Posts	Mode of Examination
1	Private Secretary (Post Code-03)	02 UR	Skill Test as specified in the Syllabus Total Marks – 50 Qualifying Marks – 25 Duration – 45 minutes Paper - I (MCQ): Those candidates who have qualified in the skill test will be called for written exam (Paper-I). Multiple Choice Question (Paper-I) Total Marks – 100 Qualifying Marks – 40 Duration – 90 minutes Paper-II (Descriptive Type exam): Those candidates who have qualified in the Skill Test and Paper-I will be called for written exam (Paper-II). Descriptive Type Test Total Marks – 100 Qualifying Marks – 50 Duration – 90 minutes Merit List: The merit list will be prepared on the basis of performance in written test (Paper-II). Medium: English/ Hindi Negative Marking: No Tentative Schedule: June/ July, 2023 Syllabus: As per Annexure-I
2	Assistant (Post Code-05)	01 SC	
3	Personal Assistant (Post Code-06)	02 UR; 01 OBC	
4	Library Assistant (Post Code-27)	01 UR	
5	Lower Division Clerk (Post Code-28)	01 EWS 01 OBC 01 SC	

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6.	Professional Assistant (Post Code-07)	01 UR (PwD) (VH)	Paper - I (Multiple Choice Question) Total Marks – 100 Qualifying Marks – 40 Duration – 90 minutes Paper-II (Descriptive Type exam): Those candidates who have qualified in the Paper-I will be called for written exam (Paper-II). Descriptive Type Test Total Marks – 100 Qualifying Marks – 50 Duration – 90 minutes Merit List: The merit list will be prepared on the basis of performance in written test (Paper-II). Medium: English/ Hindi Negative Marking: No Tentative Schedule: June/ July, 2023 Syllabus: As per Annexure-I
7.	M.T.S. (Post Code-30)	01 UR 01 EWS	
8.	Library Attendant (Post Code-31)	01 UR 01 SC	Paper-I (Single Paper) (Multiple Choice Question): Total Marks – 100 Qualifying Marks – 40 Duration – 90 minutes Merit List: The merit list will be prepared on the basis of performance in single written test (Paper-I). Medium: English/ Hindi Negative Marking: No Tentative Schedule: June/ July, 2023 Syllabus: As per Annexure-I
9.	Laboratory Attendant (For B.Ed. and M.Ed. programmes) (Post Code-33)	01 UR PwD(OH)	
10.	Laboratory Attendant (Engineering/ Science disciplines) (Post Code-34)	01 UR PwD(OH) (For Electrical Engineering)	
		04 UR 02 OBC 01 SC	


Assistant Registrar (Establishment)

Post Code	Name of the Post	Paper I Total Marks – 100	Paper II (Main) Total Marks - 100	Skill Test Total Marks - 50
03	Private Secretary	General Knowledge/Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	English/Hindi Stenography Speed Test 120 w.p.m. in English/100 w.p.m. in Hindi Typing Test: 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer. Note: The candidate shall attempt the skill test in the same language in which Paper II has been attempted.
05	Assistant	General Knowledge/Awareness, Current Affairs, Knowledge of Establishment, Accounts, Examinations, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Office Procedures, Noting & Drafting, Disciplinary Proceedings, Knowledge of Accounts.	English Typing @ 35 w.p.m./ Hindi Typing @ 30 w.p.m. (Time allowed: 10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
06	Personal Assistant	General Knowledge/Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	English/Hindi Stenography Speed Test 100 w.p.m. in English/ 80 w.p.m. in Hindi. Typing 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer. Note: The candidate shall attempt the skill test in the same language in which Paper II has been attempted.
27	Library Assistant	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Language Proficiency in English & Hind and Knowledge of Computer Applications.	Knowledge about Maintenance of Library Books, Indexing, Cataloging, Classifications, accessioning.	1. English Typing @ 30 w.p.m. (Time allowed:10 minutes) (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word)

28	Lower Division Clerk	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Essay, Paragraph and Letter writing.	English Typing @ 35 w.p.m./ Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes) (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key dpression for each word)
Post Code	Name of the Post	Paper I Total Marks – 100	Paper II (Main) Total Marks - 100	Skill Test
07	Professional Assistant	General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Knowledge of Library Science.	Not applicable
30	M.T.S.	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness and Current Affairs.	Knowledge of Office Procedure and Office Equipments.	Not applicable
Post Code	Name of the Post	Section I Total Marks – 50	Section II Total Marks – 50	Skill Test
31	Library Attendant	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipments & Procedures	Knowledge of up-keeping of Library Books	Not applicable
33	Laboratory Attendant (For B.Ed. and M.Ed. programmes)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipment, University working system	Essay/Paragraphs, Letter, Knowledge of University working system and Office Equipment.	Not applicable
34	Laboratory Attendant (Engineering /Sciences)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipments, University working system	Questions in Physics, Chemistry & Maths/Biology of 10+2 level	Not applicable