हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांवः जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123029
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2023/Estt.Sec/NT/...371...   Date./4/.11.2023

NOTICE

Subject: Information regarding mode of examination for the Non-Teaching Posts and the syllabus are appended below for information of all concerned.
Reference: Advt. No. 03/NT/R/2022 dated 21.06.2022 and Advertisement No. 03/NT/R/2023 dated 27.07.2023.

1.	Assistant Engineer (Post Code-02)	01 UR	**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 (As specified) **Negative Marking:** No **Tentative Schedule:** December, 2023- January, 2024 **Syllabus:** As per Annexure-I (For MCQ, Paper-I and Paper-II mentioned in syllabus will be Section-I and Section-II of single Paper).
2.	Library Attendant (Post Code-15)	01 UR 01 SC	
3.	Laboratory Attendant (For B.Ed. and M.Ed. programmes) (Post Code-17)	01 UR PwD(OH)	
4.	Laboratory Attendant (Engineering/ Science disciplines) (Post Code-18)	01 UR PwD(OH) (For Electrical Engineering 04 UR 02 OBC 01 SC	
5.	Senior Technical Assistant (Printing & Packaging Technology) (Post Code-7)	01 UR PwD (HH)	**Skill Test as specified in the Syllabus** **Total Marks** – 50 **Qualifying Marks** – 25 **Duration** – 45 minutes
6.	Statistical Assistant (Post Code-08)	01 UR	**Paper - I (Multiple Choice Question):** Those candidates who have qualified in the skill test will be called for written exam (Paper-I). **Total Marks** – 100 **Qualifying Marks** – 40 **Duration** – 90 minutes
7.	Laboratory Assistant (CSE) (Post Code-11)	01 UR	
8.	Kitchen Attendant (Post Code-16)	01 UR PwD(HH)	**Merit List:** The merit list will be prepared on the basis of performance in single written test (Paper-I). **Medium:** English/ Hindi (As specified) **Negative Marking:** No **Tentative Schedule:** December, 2023- January, 2024 **Syllabus:** As per Annexure-I (For MCQ Paper-I and Paper-II mentioned in syllabus will be Section-I and Section-II of single Paper).

Sr. No.	Post	No. of Posts	Mode of Examination
9.	Security Officer (Post Code-01)	01 UR	**Skill Test as specified in the Syllabus** **Total Marks** – 50 **Qualifying Marks** – 25 **Duration** – 45 minutes **Paper - I (Multiple Choice Question):** Those candidates who have qualified in the skill test will be called for written exam (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). **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 (As specified) **Negative Marking:** No **Tentative Schedule:** December, 2023- January, 2024 **Syllabus:** As per Annexure-I
10.	Private Secretary (Post Code-03)	02 UR	
11.	Assistant (Post Code-04)	01 SC	
12.	Personal Assistant (Post Code-05)	02 UR; 01 OBC	
13.	Security Inspector (Post Code-09	01 UR	
14.	Laboratory Assistant (B.Ed. and M.Ed.) (Post Code-10)	01 UR	
15.	Library Assistant (Post Code-12)	01 UR	
16.	Lower Division Clerk (Post Code-23)	01 EWS 01 OBC 01 SC	
17.	Professional Assistant (Post Code-06)	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). **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 (As specified) **Negative Marking:** No **Tentative Schedule:** December, 2023- January, 2024 **Syllabus:** As per Annexure-I
18.	M.T.S. (Post Code-14)	01 UR 01 EWS	

In-charge, Recruitment

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
01	Security Officer (01 UR)	Reasoning Ability, General Knowledge/ Awareness, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Knowledge of Basic Legal matters, Fire Fighting, Anti Ragging measures, Disaster Management, Riots and Mob Management	Running 2.4 Kms in 15 Minutes and Command in conduct of Drill
02	Assistant Engineer (01 UR)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Knowledge of Civil/Electrical Engineering and Knowledge of Computer applications.	Knowledge of Electrical installations such as distribution system, transformers, motor starters, MCB, switchgear, wiring, A.C (Central, localized), Lighting, Protection against lightening, Water conservation, Water management, Contracting, e-tendering, D.C. rates.	-
03	Private Secretary (02 UR)	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.
04	Assistant (01 SC)	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)

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
05	Personal Assistant (02 UR, 01 OBC)	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.
06	Professional Assistant (01 UR) (PwD (VH)	General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Knowledge of Library Science.	-
07	Senior Technical Assistant (Printing & Packaging Technology) (01 UR) (PwD (HH)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Printing Processes, Graphics Design, PrePress Technology, Press Technology, Computer Application in Printing, Reproduction Photography, Printing Image Generation, Print Production Binding and Finishing, Costing and Estimation, Printing Machine Maintenance, Print Quality Control, NIP Technologies, Printing Ink & Substrates, Elements of Packaging Technology, Colour Management Systems, Green Printing, Publishing Technology, Printing Management, Print Trouble shooting, Print Production, Binding and Finishing, Printing Ink and Substrates.	Skill Test in Lab

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
08	Statistical Assistant (01 UR)	Basic Knowledge of the Constitution of India, General Knowledge, Reasoning Ability, Current Affairs, Language Proficiency in English and Hindi, Computer Applications, Indian Knowledge System.	Test Paper shall comprise questions in statistics at the graduate level of any Indian University	Basic Knowledge of Computer Skill and Statistical Packages in MS Office.
09	Security Inspector (01 UR)	Reasoning Ability, General Knowledge/ Awareness, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Knowledge of Basic Legal matters, Fire Fighting, Anti Ragging measures, Disaster Management, Riots and Mob Management	Running 2.4 Kms in 15 Minutes and Command in conduct of Drill
10	Laboratory Assistant (For B.Ed. and M.Ed. programmes) (01 UR)	Reason Ability, Simple Arithmetic Mean, General Knowledge/Awareness, Current Affairs, Language Proficiency in English & Hindi and Knowledge of Computer Applications, Indian Knowledge System	Comprehension Test, Precis Writing, Question Based on given Passage, Noting, Drafting & Writing Skills, Short Essays. The Candidate shall be required to write the paper either in English or Hindi.	Knowledge of Laboratory: Knowledge of Lab Equipments, Lab maintenance, store Keeping and Documentation, Ability to assisting students, safety measures, Handling the equipment, Indexing, Types of Laboratory Ethics & Values.
11	Laboratory Assistant (Computer Science Engineering) (01 UR)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Database, Computer Networks items, understanding purchase procedures based on Rate Contract/Tender etc. Handling of liquid nitrogen and other gases in Labs.	Skill Test in Lab

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
12	Library Assistant (01 UR)	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)
13	Lower Division Clerk (01 EWS, 01 OBC & 01 SC)	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 depression for each word)
14	M.T.S. (01 UR, 01 EWS)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness and Current Affairs.	Knowledge of Office Procedure and Office Equipments.	
15	Library Attendant (01 UR, 01 SC)	Reasoning Ability, Simple Arithmetic, General Knowledge/ Awareness, Current Affairs and Knowledge of Office Equipments & Procedures	Knowledge of up-keeping of Library Books	

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
16	Kitchen Attendant (01 UR) (PwD-HH)	Reasoning Ability, Simple Arithmetic, General Knowledge/ Awareness, Knowledge of Kitchen Equipment, University working system	Practical Test in cooking, serving, etc.	
17	Laboratory Attendant (For B.Ed. and M.Ed. programmes) (01 UR) (PwD-OH)	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.	
18	**Laboratory Attendant (Engineering/Science disciplines)** 01 UR PwD (OH); (For Electrical Engineering) 04 UR; 02 OBC; 01 SC	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipment, University working system	Questions in Physics, Chemistry & Maths/Biology of 10+2 level	