

From

The Registrar,
CCSHAU, Hisar.

To

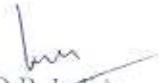
All the Deans/Directors/HODs/Sections,
(Including outstations)
CCSHAU, Hisar.

Memo. No. Admn. E.2/2014/S-85A, 9567-9615
Dated: 6/12/2014

Sub: State Eligibility Test in Computer Appreciation and Application (SETC).

The State Eligibility Test in Computer Appreciation and Application (SETC) of Clerks, Jr. Scale Stenographers and Sr. Scale Stenographers, promoted after 07.11.2013, will be conducted shortly. The syllabus for the said test has already been circulated vide this office Memo No. Admn.E.2/2014/ S-85A/8241-8350 dated 28.10.2014 and suitable training programme will be arranged by the Director, HRM before the Test is conducted..

2. You are therefore, requested to bring it to the notice of all Clerks, Jr. Scale Stenographers and Sr. Scale Stenographers who have been promoted after 07.11.2013 and their applications may be sent to this office latest by 27.12.2014, positively on the prescribed proforma given at overleaf. The circular may be got noted from all concerned officials working under your control and the acknowledgement so obtained may be kept under safe custody.


(O.P. Jait)

Asstt. Registrar (E)
for Registrar

CC:

1. Incharge, Computer Centre, CCS HAU, Hisar, with the request to upload a copy of the above circular on the University website.
2. R.3(Internal), for similar action.



To

The Registrar,
CCSHAU, Hisar.

Sub: Application for the State Eligibility Test in Computer Appreciation and Application (SETC).

Sir,

I intend to appear in the State Eligibility Test in Computer Appreciation and Application (SETC). My particulars are given as under :-

1. Name
2. Designation
3. Deptt./Office
4. Date of promotion
5. Date of completion of P.P.

Dated

Signature of candidate

Endst. No.

Dated

Forwarded in original to the Registrar, CCSHAU, Hisar. It is certified that the particulars given by the official have been verified from the service record and are correct.

Head of Deptt./Office.