

From

The Registrar,  
CCSHAU, Hisar

To

All Deans/Directors/HODs/Officers/Sections  
(including outstations)  
CCSHAU, Hisar

Memo No. Admn.E.1/2013/(Gen.93)/ 3888-4000

Dated: 24/6/2013

**Subject: Conduct of Departmental Examination in Accounts & General Services for non-teaching ministerial employees.**

The next departmental examinations in Accounts & General Services for non-teaching ministerial employees are likely to be held in near future.

2. As per instructions issued vide this office Memo No.dmn.E.1/06/5758-5907 dated 28.8.06, the application of stenographic staff (except the existing Stenotypists who have opted for promotion as Assistant) and Class-IV employees may not be forwarded. It is also made clear that the ministerial employees appearing in these examinations will be granted four/six chances for qualifying Lower/Higher Standard Departmental Examination respectively. The permission granted to an employee at his own request, but failed to appear in the examination due to one or other reason, will also count a chance. Further as per instructions notified vide this office Memo No.Admn.E.1/2012/Gen.93/ 553-652 dated 13.1.2012, the ministerial employees appearing beyond the prescribed chances i.e. four/six for LS/HS examinations respectively will be charged Rs.100/- per paper so the concerned employees while sending their application may submit a fee of Rs.100/- per paper who has already availed the prescribed chances otherwise his/her application will be rejected and he/she will not be allowed to appear in the examinations. The requisite fee may be deposited by the official(s) at H.Q. with the Cashier of this office and employees of outstation may deposit their fee with their offices and supply the receipt to this office.

3. This may be brought to the notice of all concerned non-teaching ministerial employees working under your control for sending separate application forms in the prescribed proforma (overleaf) for each examination i.e. Lower & Higher Standard to this office by **31.7.2013** at the latest. The applications received late will not be entertained. The date sheet for holding the above departmental examinations will be circulated separately allotting roll numbers therefore.

(O.P.Lalit)  
Dy. Registrar(E)  
for Registrar

CC:

1. The SPS to Vice-Chancellor.
2. The Incharge, Computer Centre, CCSHAU Hisar. He is requested to upload the above circular on the CCSHAU web.
3. PS to Registrar.
4. All Asstt.Registrars (internal).
- 5-6 Presidents, HAUNTEA & SC/ST Fed.,CCSHAU,Hisar.
- 7-9 E-2/E-3/R-3(internal)

P.T.O.

# DEPARTMENTAL EXAMINATION

Roll No. \_\_\_\_\_

(to be allotted by the o/o Registrar)

Application for \_\_\_\_\_ Standard Departmental Examination

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Department/office \_\_\_\_\_
5. Telephone No. \_\_\_\_\_ Office \_\_\_\_\_ Mob \_\_\_\_\_
6. No. of chances already availed \_\_\_\_\_
7. Detail of fees deposited, if any \_\_\_\_\_
8. Details of papers to be taken:-

<u>Sr.No.</u>	<u>No.of paper</u>	<u>Subject of paper</u>
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the candidate

Endst.No.

Dated:

Forwarded to the Registrar, CCSHAU, Hisar for necessary action:

Head of the Deptt./Office