

From

The Registrar,  
CCS HAU, Hisar

To

All Deans/Directors/HODs/Offices/Sections,  
(including Outstations),  
CCS HAU, Hisar.

Memo No. Admn. E.3/2015/E-17/557-700  
Dated: 12/1/2015

**Subject:** Criteria/syllabus for conducting the operation of photocopier test for promotion to the post of GO-cum-Daftri.

The Vice-Chancellor, CCS HAU, Hisar has approved the following Criteria/syllabus for conducting the operation of photocopier test for promotion to the post of GO-cum-Daftri amongst Messengers:

- i) To start and close of photocopier machine.
- ii) To photocopy the documents i.e. letter, noting sheet, bio-data and proformas etc. on both sides.
- iii) To photocopy the documents after maximize and minimize.
- iv) Proper maintenance of photocopier.

2. You are requested to kindly get the above syllabus/criteria noted from the concerned employees accordingly.

  
(Dr.M.S.Dahiya)  
Registrar

CC:

1. The Secretary to Vice-Chancellor, CCS HAU, Hisar.
2. The COE/Advisor(R/C)/SPIO/Officer Incharge (Hospitality)/ AR(F)/ AR(A)/ AR(L)/ AR(GA)/DDO/PS to Registrar/E-1 & E-2 (Internal).
3. The Incharge, Computer Section, COBS&H, CCS HAU, Hisar.
4. The Joint Director (Audit), CCS HAU, Hisar.
5. The Presidents, CCS HAU Employees Federation, SC/ST Employees Federation, CCS HAU, Hisar.

