



Through-Email

From

The Registrar,  
CCS HAU, Hisar.

To

All Deans/Directors/Officers/HODs/  
Sections (including outstations)  
CCS HAU, Hisar.

Memo No. Admn.E-1/G-93/2025/ 2790-2910

Dated: 15.02.2025

Sub:

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

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

2. The applications for LS/HS Departmental examination are invited from the eligible employees of ministerial cadre (except the Clerks who are under probation period and Class-IV employee). As per instructions notified vide this office Memo No. Admn.E.1/06/5758-5887 dated 28.08.2006, employee(s) belonging to Stenographic cadre will not be allowed to appear in these departmental Examinations. It is also made clear that the ministerial employees appearing in these examinations will be granted four/six chances for qualifying LS/HS Departmental Examination respectively. An employee apply for appearing in examination, but failed to appear 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 13.01.2012, an amount of Rs.100/- per paper will be charged from employees appearing beyond the prescribed chances i.e. four/six for LS/HS examinations respectively. Thus, the concerned employee who has already availed the prescribed chances while sending their application may deposit a fee of Rs.100/- per paper 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 Headquarter with the Cashier of this office and employees of outstations may deposit their fee with their offices and add the original receipt with the application form.

3. This may be brought to the notice of all concerned non-teaching ministerial employees working under your control for sending application forms on the prescribed proforma (overleaf) for each examination separately i.e. LS/HS to this office latest by 15.03.2025. The applications received late will not be entertained.

  
Asstt. Registrar (E)  
for Registrar

CC:-

1. The Secretary to Vice-Chancellor for kind information of the Vice-Chancellor.
2. The PS to Registrar for information of the Registrar.
3. In-Charge, Technical Cell of Computer Centre, CCS HAU, Hisar. He is requested to upload the above circular on the University website.
4. All Dy. Registrars/Asstt. Registrars/A&AOs (internal).
5. Presidents, HAUNTEA amd SC/ST Employees Federation, CCS HAU, Hisar
6. DDO/E-2/E-3 (internal).

DEPARTMENTAL EXAMINATION

Application for :..... Departmental Examination  
Name : \_\_\_\_\_  
Father Name's : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Deptt./Office : \_\_\_\_\_  
Telephone Nos. :Office:\_\_\_\_\_ Mobile No. \_\_\_\_\_  
No. of chances already availed : \_\_\_\_\_  
Detail of fees deposited, if any. : \_\_\_\_\_  
Details of papers to be taken:-

Sr. No.	No. of paper	Subject of paper
1.		
2.		
3.		
4.		
5.		
6.		

Signature of candidate

Office of the \_\_\_\_\_

Endst. No. \_\_\_\_\_

Dated \_\_\_\_\_

Forwarded to the Registrar, CCS HAU, Hisar for necessary action.

Head of Office/Deptt.