



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
[केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के अधीन स्थापित]
Central University of Himachal Pradesh
[Established under Central Universities Act 2009]

Dated: 06.02.2025

IMPORTANT NOTICE

1. The University vide its **Employment Notice No.: 002/2024 dated 22.11.2024** advertised various Non-Teaching Positions.
2. With reference to above, the information related to Syllabus, Total Marks, Minimum Cut-Off, Time Schedule etc. for various Non-Teaching Positions (Group-B & Group-C) is given below for information of all concerned.

3. Pattern of the Written Examination for various Non-Teaching Positions

Level 1: Ministerial 2. Secretarial & 3. Other Positions:

The written test shall be conducted in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 50 marks:

(i) Paper-I (Objective Type Test) for all (A) Ministerial (B) Secretarial & (C) Other Positions:

| Sl.No. | Subject | No. of Questions (MCQ) | Marks |
|--------------|---------------------------------------|------------------------|------------|
| 1. | Reasoning Ability | 20 | 20 |
| 2. | Simple Arithmetic | 20 | 20 |
| 3. | General Knowledge | 20 | 20 |
| 4. | Language proficiency in English Hindi | 20 | 20 |
| 5. | Language proficiency in Hindi | 20 | 20 |
| Total | | 100 | 100 |

(ii) Paper-II (Descriptive Type Test) for [1. Private Secretary, 2. Personal Assistant & 3. Lower Division Clerk]:

| Sl. No. | Subject | No. of Questions | Marks |
|--------------|---|------------------|----------------------|
| 1. | Knowledge on Office Procedure i.e. CSMPO FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act Service Conditions, CCS Rules Central University Act, Stature, Ordinance | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iii) Paper-II (Descriptive Type Test) for [1. Multi-Tasking Staff]:

| Sl. No. | Subject | No. of Questions | Marks |
|--------------|--|------------------|----------------------|
| 1. | Computer Knowledge Knowledge on Office Procedure i.e. CSMOP | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iv) Paper-II (Descriptive Type Test) for [1. Statistical Assistant]:

| Sl. No. | Subject | No. of Questions | Marks |
|--------------|---|------------------|----------------------|
| 1. | Knowledge on Office Procedure i.e. CSMOP FRSR, GFR, GeM, Establishment, GoI Rules Types of data, sampling and data collection, data entry & coding Classification, tabulation, graphic and diagrammatic representation Averages, dispersion, skewness, kurtosis, correlation and regression Interpretation of data and results of analyses | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(v) Paper-II (Descriptive Type Test) for [1. Cook 2. Kitchen Attendant]:

| Sl.No. | Subject | No. of Questions | Marks |
|--------------|---|------------------|----------------------|
| 1. | Procedure of food ingredients, techniques of cooking/baking, preparing and Displaying/serving a variety of foods etc. Caters special events as required Maintaining of food quality and standards, Maintaining clean work areas, utensils and equipment and kitchen inventory control etc. | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(vi) Skill Test:

Those who qualify the written test (i.e. Paper-I & Paper-II) shall have to appear in the Skill Test /Typing Test for following positions:

1. Lower Division Clerk (Typing Test and Computer Knowledge Test)
2. Private Secretary (Stenography Test / Typing Test and Computer Knowledge Test)
3. Personal Assistant (Stenography Test / Typing Test and Computer Knowledge Test)
4. Cook (Skill Test)

Level 2: Pharmacist

The written test shall be conducted in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 50 marks:

(i) Paper-I (Objective Type Test)

| Sl. No. | Subject | No. of Questions (MCQ) | Marks |
|--------------|---------------------------------------|------------------------|------------|
| 1. | Reasoning Ability | 20 | 20 |
| 2. | Simple Arithmetic | 20 | 20 |
| 3. | General Knowledge | 20 | 20 |
| 4. | Language proficiency in English Hindi | 20 | 20 |
| 5. | Language proficiency in Hindi | 20 | 20 |
| Total | | 100 | 100 |

(ii) Paper-II (Descriptive Type Test):

| Sl. No. | Subject | No. of Questions | Marks |
|--------------|--|------------------|----------------------|
| 1. | Pharmaceutics, Pharmaceutical Chemistry, Pharmacognosy, Biochemistry & Clinical Pathology, Human Anatomy & Physiology, Health Education & community pharmacy, Pharmacology & Toxicology, Pharmaceutical Jurisprudence, Drug store and Business Management, Hospital & Clinical Pharmacy etc. | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iii) Skill Test:

Those who qualify the Written test (i.e. Paper-I & Paper-II) shall have to appear in the Skill Test on Domain Practical knowledge in the relevant area to the post of Pharmacist. This skill test shall be of qualifying in nature.

LEVEL 3: Medical Attendant (Dresser)

The written test shall be conducted in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 50 marks:

(i) Paper-I (Objective Type Test)

| Sl. No. | Subject | No. of Questions (MCQ) | Marks |
|--------------|---------------------------------------|------------------------|------------|
| 1. | Reasoning Ability | 20 | 20 |
| 2. | Simple Arithmetic | 20 | 20 |
| 3. | General Knowledge | 20 | 20 |
| 4. | Language proficiency in English Hindi | 20 | 20 |
| 5. | Language proficiency in Hindi | 20 | 20 |
| Total | | 100 | 100 |

(ii) Paper-II (Descriptive Type Test):

| Sl. No. | Subject | No. of Questions | Marks |
|--------------|---|------------------|----------------------|
| 1. | Questions pertaining common medical equipment's, medical material and medical procedures. | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iii) Skill Test:

Those who qualify the written test (i.e. Paper-I & Paper-II) shall have to appear in the Skill Test on Domain Practical knowledge in the relevant area to the post of Medical Attendant (Dresser). This skill test shall be of qualifying in nature.

LEVEL 4: LIBRARY ATTENDANT & LABORATORY ASSISTANT

The written test shall be conducted in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 50 marks:

(i) Paper-I (Objective Type Test)

| Sl. No. | Subject | No. of Questions (MCQ) | Marks |
|--------------|---------------------------------------|------------------------|------------|
| 1. | Reasoning Ability | 20 | 20 |
| 2. | Simple Arithmetic | 20 | 20 |
| 3. | General Knowledge | 20 | 20 |
| 4. | Language proficiency in English Hindi | 20 | 20 |
| 5. | Language proficiency in Hindi | 20 | 20 |
| Total | | 100 | 100 |

(ii) Paper-II (Descriptive Type Test) for [Laboratory Assistant]:

| Sl.No. | Subject | No. of Questions | Marks |
|--------------|--|------------------|----------------------|
| 1. | Questions will be designed to test the ability of the candidates knowledge in the laboratory and recent development in the field and on the following subjects: Subject specific laboratory based practical questions. Knowledge of computers with special reference to knowledge of Word Processing and Data Analysis Packages. | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iii) Paper-II (Descriptive Type Test) for [Library Attendant]:

| Sl.No. | Subject | No. of Questions | Marks |
|--------------|--|------------------|----------------------|
| 1. | Subjective questions related to computer knowledge and knowledge on circulation (issue, return & renewal), assistance to users, assistance in stock verification, assistance in the repair of damaged books etc. and assistance in reprographic section. | 10 | 50 (5 Marks each) |
| Total | | 10 | 50 |

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.

(iii) Skill Test:

Those who qualify the written test (i.e. Paper-I & Paper-II) shall have to appear in the Skill Test for the post of **Laboratory Assistant**. This skill test shall be of qualifying in nature.

4. The candidates must ascertain their eligibility before appearing in the Written Examination / Skill Test. The call of the University for appearing in Written Examination/ Skill Test will not entitle the candidate for his/her appointment in the university.
5. **The list of candidates to be called for Written Examination/ Skill Test and details regarding Date, Time, Venue of Skill Test / Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.cuhimachal.ac.in) only.** Therefore, the candidates are advised to check the University Website regularly. No Separate information in this regard shall be circulated.
6. The **Skill Test**, wherever applicable is **compulsory**. However, these tests will only be of qualifying nature.
7. The appointment of the candidate on the basis of marks in Written Examinations shall be provisional and subject to verification of her/his documents/credentials / Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his credentials / documents / character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
8. The Candidates called for Written/ Skill Test Examination must carry atleast one latest identification proof such as Driving Licence/AADHAR card/voter card/Identity Card issued by the University/College/PAN Card etc. in original to the examination centre alongwith admit card issued by the university.
9. **USE OF UNFAIR MEANS:** Candidates are **NOT** permitted to carry Mobile Phone, Calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as **“use of unfair means”** in the Examination and appropriate action will be taken by the University against such candidates **AND** the candidate will be debarred from the exam.

10. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.

11. University Decision Final:

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

12. Court's Jurisdiction:

In case of any disputes, any suits or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the High Court at Shimla.

Registrar
Central University of Himachal Pradesh
Dharamshala, District Kangra (HP)-176215