



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

Dated: 10.10.2025

IMPORTANT NOTICE

1. The University vide its **Employment Notice No.: 002/2024** dated **22.11.2024** advertised various Non-Teaching Positions.
2. The schedule of Paper-II for various Non-Teaching positions (**For the candidates who have been declared qualified in Paper-I**) and further recruitment process is hereby declared as under:-

Sl. No.	Details	Date
1.	Paper-II for various Non-Teaching positions (For the candidates who have been declared qualified in Paper-I)	02.11.2025
2.	Declaration of Result of Paper-II	10.11.2025
3.	Skill Test for various Non-Teaching positions	17.11.2025 & 18.11.2025
4.	Final Result for various Non-Teaching positions	28.11.2025

3. The Pattern/syllabus of Paper-II as declared earlier vide important notice dated 06.02.2025 is placed below of ready reference of the candidates:

Paper Code: 001 (1. Private Secretary, 2. Personal Assistant & 3. Lower Division Clerk):

Paper-II (Descriptive Type Test):

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, Statute, Ordinance	10	50 (5 Marks each)
Total		10	50

The candidates who secure 50% marks in Paper II shall be called for the skill test.

Paper Code: 002 (Multi-Tasking Staff):

Paper-II (Descriptive Type Test):

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

Paper Code: 003 (Statistical Assistant):

Paper-II (Descriptive Type Test):

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

Paper Code: 004 (1. Cook 2. Kitchen Attendant):

Paper-II (Descriptive Type Test):

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

Paper Code: 008 (Library Attendant):

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 candidates who secure 50% marks in Paper II shall be called for the skill test.

Skill Test:

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

- 1. Private Secretary (Stenography Test / Typing Test and Computer Knowledge Test)**
- 2. Personal Assistant (Stenography Test / Typing Test and Computer Knowledge Test)**
- 3. Lower Division Clerk (Typing Test and Computer Knowledge Test)**
- 4. Statistical Assistant (Typing Test and Computer Knowledge Test)**
- 5. Cook (Skill Test)**
- 6. Pharmacist (Domain Practical Knowledge in the relevant area to the post of Pharmacist)**
- 7. Medical Attendant (Dresser) [Domain Practical Knowledge in the relevant area to the post of Medical Attendant (Dresser)]**
- 8. Laboratory Assistant (Domain Practical Knowledge in the relevant area to the post of Laboratory Assistant)**

- 4. Only the candidates who have declared qualified in the 'Paper-I' shall be permitted to appear in the 'Paper-II'.**
5. 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.

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. The candidates are advised to check the University Website regularly for further updates. No Separate information in this regard shall be circulated.

12. 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.

13. Court's Jurisdiction:

In case of any disputes, any suites 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