



हरियाणा केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)
जिला महेंद्रगढ़, हरियाणा - 123031 District Mahendergarh, Haryana

No.: CUH/2025/Estt.Sec./NT/495

Date: 19.11.2025

Notice

Sub.: Schedule of Written Test (Descriptive Type – Single Paper) for the post(s) of Personal Assistant.

Ref.: Advt. No. CUH/04/NT/R/2024 dated 29.11.2024

It is hereby notified for the information of all the concerned candidates that the syllabus and schedule of the Written Test for the post(s) of **Personal Assistant** are as under:

Written Test (Descriptive Type – Single Paper)

Date: 26.11.2025

Time: 10:30 a.m. to 12:30 p.m.

- **Total Marks:** 100
- **Qualifying Marks:** 50 %
- **Venue:** Administrative Block, Central University of Haryana, Mahendergarh
- **Syllabus:** Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.

Instructions:

1. Candidates can download their e-admit card by logging into their Samarth Portal account (<https://cuhnt.samarth.edu.in>) after **19.11.2025**. The exact timing and other instructions related to the Written Test will be mentioned on the Admit Card.

Deputy Registrar (Recruitment)