

CENTRAL UNIVERSITY OF HARYANA

Ref. No.: CUH/2025/Estt.Sec./NT/503

Date: 25.11.2025

NOTICE

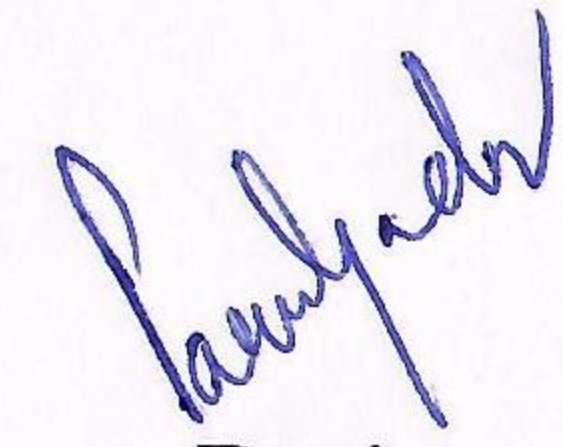
Subject: Scheme of examination and Syllabus for the posts of Library Assistant, Upper Division Clerk and Lower Division Clerk.

Reference: Advt. No. 04/NT/R/2024 dated 29-11-2024 (Post Code: 08, 07 & 10)

Name of the Post	Paper I (Objective-Type Test) Total Marks: 100 Qualifying Marks: 40 Duration: 90 minutes Medium: Hindi & English Negative Marking: No	Paper II (Descriptive-Type Test) Total Marks: 100 Qualifying Marks: 50 Duration: 90 minutes Medium: Hindi & English Negative Marking: NA
Library Assistant	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Language Proficiency in English & Hindi and Knowledge of Computer Application	Knowledge about Maintenance of Library Books, Indexing, Cataloging, Classifications, accessioning
Upper Division Clerk	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Noting & Drafting
Lower Division Clerk	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Essay, Paragraph and Letter writing.

Note:

1. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
2. The merit list of the candidates shall be drawn based on the performance in Paper-II (Descriptive Test).
3. The Paper-I & Paper-II will be conducted on the same day, tentatively in the month of December 2025.
4. In case of any discrepancy/clarification, please refer to advertisement and CRR of the University.


Deputy Registrar (Establishment)