

CENTRAL UNIVERSITY OF HARYANA

Ref. No.: CUH/2026/Estt.Sec./NT/.2.63...

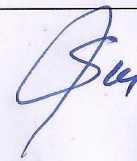
Date: ...03/08/2026

NOTICE

Subject: Scheme of examination and Syllabus for the posts of Private Secretary, Personal Assistant on contract basis.

Reference: Advt. No. 01/NT/C/2026 dated 16-04-2026 (Post Code: 02, 03)

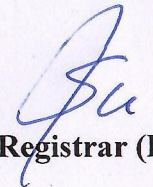
Name of the Post	Paper I (Objective-Type Test) Total Marks: 100 Qualifying Marks: 40 Duration: 90 minutes Medium: Hindi & English Negative Marking: No	Paper II (Descriptive-Type Test) Total Marks: 100 Qualifying Marks: 50 Duration: 90 minutes Medium: Hindi & English Negative Marking: NA	Skill Test
Private Secretary	General Knowledge/Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	Stenography Test: Duration: 10 minutes Speed: 120 w.p.m. (English)/ 100 w.p.m. (Hindi) Transcription Time: 50 minutes (English)/ 60 minutes (Hindi) Qualifying Criteria: Candidates committing mistakes upto 5% in the Stenography Test shall be considered qualified. Typing Test: Minimum Typing Speed: 40 w.p.m. (English)/35 w.p.m. (Hindi) Qualifying Criteria: Candidates meeting the above speed shall be considered qualified.



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	Skill Test
Personal Assistant	General Knowledge/Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	Stenography Test: Duration: 10 minutes Speed: 100 w.p.m. (English/Hindi) Transcription Time: 40 minutes (English)/ 55 minutes (Hindi) Qualifying Criteria: Candidates committing mistakes upto 8% in the Stenography Test shall be considered qualified. Typing Test: Minimum Typing Speed: 40 w.p.m. (English)/35 w.p.m. (Hindi) Qualifying Criteria: Candidates meeting the above speed shall be considered qualified.

Note:

1. The date of Written/Skill Test will be notified separately for the post of Private Secretary and Personal Assistant.
2. The merit list will be prepared on the basis of marks obtained in Paper-II subject to qualifying Paper-I & Skill Test.


 Deputy Registrar (Establishment)