



Ref: CCSD/Advt1/2025/02

Date: June 20, 2025

NOTICE

Sub: Notice for written test for engagement of Office Executive (On contract basis) vide Advt. No. CCSD/2025/2

All the applicants who have applied against above referred posts are hereby informed that the written test for the same is scheduled to be held on June 27, 2025 at 9:30 am in the CCSD Building of the University campus at Sector 6, Mathura Road, Faridabad.

2. Further, it is clarified that all the applicants will be allowed to appear in this written test without declaring them eligible. The applicants must satisfy themselves about their eligibility, before appearing in the test. The eligibility as per criteria advertised is subject to fulfilling the requisite conditions and will be established only for such applicants who qualify this test i.e., secure 40% marks (38% for SC/PWD) or more.

3. The duration of the written test will be 2 hours. This test will comprise of 100 MCQs out of the following syllabus:

- 75% weight-age for General Awareness, Reasoning, Maths, Science, Computer, English, Hindi (up to 10th standard)
- 25% weight-age for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana (up to 10th standard)

4. The applicants are advised to report for written test in the University campus at least 30 minutes before start of the test, along with Aadhar Card and one additional valid proof of Identity bearing your clear photograph.

5. The list of applicants who qualify the written test will be displayed at 2:00 pm on the same day on the notice board of the CCSD. Only such applicants who qualify the written test and found eligible will be considered for preparation of the merit list. Accordingly, applicants are advised to bring along the original documents/testimonials for scrutiny/document verification for ascertaining eligibility. No separate intimation will be provided to the concerned applicants. No TA/DA would be admissible for appearing in the Test/Interview.



Principal- CCSD

- All Notice Boards
- Web Administrator: to arrange to upload the same on the University website.
- Controller of Examinations
- PA to VC/Registrar: for information