

**PANJAB UNIVERSITY, CHANDIGARH**

From:

The Assistant Registrar,  
Establishment Branch-II,  
Panjab University,  
Chandigarh.

To

1. The Chairperson/Heads of all the Teaching/  
Non-teaching Departments/Offices/Branches.
2. The Director, PUSSGRC, Bajwara, Hoshiarpur.
3. The Chairperson, VVBIS & IS, Hoshiarpur.
4. The Director, P.U.R.C., Muktsar  
Sahib/Ludhiana/Kauni.
5. The Director, P.U. Ext. Library, Ludhiana.

No. 10642-10841/Estt.

Dated 21/7/ /2023

Subject:-Conduct of test for appointment to the posts of Clerks from in-services  
Class 'C' employees.

Sir/Madam,

The Data Entry (Computer Proficiency, including Word Processing) test/Typewriting test on Computer at the speed of 40 w.p.m. (90 marks) and test of General Awareness of P.U. Calendar Volume-I, 2007 and Volume-III, 2019 (10 marks) will be conducted in near future for appointment to the post of Clerks from in-service Class C employees as per amended Rule 3 (d) of P.U. Calendar Volume-III.

In service Class -C employees of the University, who are at least Matriculate and have minimum of 5 years services as on **31.07.2023**, are eligible to appear in the test.

Application form complete in all respect and duly countersigned by the Chairperson/Head of the Department/Branch should reach this office on or before 31.8.2023. *No application will be entertained after the last date i.e. 31.8.2023 in any circumstances whatsoever.*

**Note:-** It is made clear that simply submitting an application and clearing the test will not vest any legal right to be appointed as Clerk.

You are requested kindly get it noted from all the Class 'C' employees working in your department/institution/branch.

  
**Assistant Registrar (Estt.)**

D.A.: As above

**PANJAB UNIVERSITY, CHANDIGARH**

The Registrar  
Panjab University,  
Chandigarh.

Sir /Madam,

In response to office order No. \_\_\_\_\_/Estt. dated \_\_\_\_\_, I wish to appear in Data Entry (Computer Proficiency, including Word Processing) test/Typewriting test on Computer at the speed of 40 w.p.m. (90 marks) and test of General Awareness of P.U. Calendar Volume-I, 2007 and Volume-III, 2019 (10 marks) for appointment to the post of Clerks from in-service Class C employees as per amended Rule 3 (d) of P.U. Calendar Vol.-III.

My full particulars are as follows:-

1. Name: \_\_\_\_\_
2. Fathers Name: \_\_\_\_\_
3. Date of First appointment in the Panjab University \_\_\_\_\_ as \_\_\_\_\_
4. (a) Present designation /post: \_\_\_\_\_  
(b) Department/Branch: \_\_\_\_\_  
(c) Pay-Scale: \_\_\_\_\_  
(d) Basic Pay as on the closing date of application: \_\_\_\_\_  
(e) Date of confirmation: \_\_\_\_\_
5. Total length of service in the Panjab University as on the closing date of application \_\_\_\_\_.
6. Educational Qualification (with marks/division)

Exam. passed	Board/University	Year	Subject	Marks/Division

**Note:** Attach attested copies of certificates of each examination (Matriculation Certificate with date of birth is essential)

I understand that simply submitted an application and clearing the test will not vest any legal right for me to be appointed as Clerk.

I hereby declare that all the entries are true and best of my knowledge and belief and nothing has been concealed therein.

Yours faithfully,

Signature of the Candidate  
Deptt. /Branch \_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Certified that the above entries have been verified and found correct.

Dated \_\_\_\_\_

Signature of the Chairman/Head  
of Institution/Branch with stamp