PANJAB UNIVERSITY, CHANDIGARH

From:
The Assistant Registrar,
Establishment Branch,
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. 11559-609 Estt. Dated 25/11/2026

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

Sir/Madam,

As per amended Rule 3 (d) of P.U. Calendar Volume-III, a Data Entry Computer Proficiency including Word Processing Test/Typing Test on Computer followed by the Written Test will be conducted in near future for the appointment of Clerks from in-service Class C employees who have completed 05 year services in the University, as per syllabus given below:-

Component	Type	Marks	Duration	Remarks
Section-I				
Part A: Typing Skill Test	Practical test in English	60	10 min	Passage of about 300 words; minimum speed: 30 w.p.m (English); marks based on accuracy and speed etc.
Part B: Basic Computer & Office Skills Test	Short practical test	15	15 min	Practical on typing/formatting a short note, saving file, simple Excel entry, printing;
Section-II				
Part A: Office Skills Test	Simple MCQs	10	10 min	MCQs on MS Office basics, e-mail, file handling etc.
Part B: General Awareness & English (Elementary)	15 very simple MCQs	15	15 min	Questions limited to basic English comprehension synonyms/antonyms and simple awareness of Panjab University (no detailed rule memorization)
NO NEGATIVE MARKING				
Total Marks: 100 **Minimum Qualifying Marks: 50% (with 40% minimum in typing test)**				

In service Class –C employees of the University, who are at least matriculate and have minimum of 5 years services as on **30.11.2026**, 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 21.12.2026. *No application will be entertained after the last date i.e.* 21.12.2026 *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.

23/11/26
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 a Data Entry Computer Proficiency including Word Processing Test/Typing Test on Computer followed by the Written Test 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.

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