

From

The Registrar
LUVAS, Hisar

To

All Deans/Directors/HoDs/Officers/Offices/Incharge
(including outstations)
LUVAS, Hisar

Memo No. Admn./E-I/2024/3917-60
Dated: 05.06.2024

Subject: Guidelines/Rules & Regulations for conduct of Departmental Lower Standard and Higher Standard Examinations.

The Departmental Lower Standard Examinations (LSE) and Higher Standard Examinations (HSE) are conducted in the University as per schedule prescribed. The following amended guidelines/rules & regulations for Lower Standard Examinations (LSE) and Higher Standard Examinations (HSE) are hereby circulated:

1. Name of Examinations:

- (a) Departmental Lower Standard Examination (LSE) in Accounts and General Administration.
- (b) Departmental Higher Standard Examination (HSE) in Accounts and General Administration.

2. Eligibility:

All the non-teaching ministerial staff (except stenography staff) of LUVAS is eligible for appearing in the departmental LSE & HSE in Accounts and General Administration.

3. Syllabus:

The Syllabus for LSE & HSE will be as approved by the Worthy Vice-Chancellor and as circulated vide this office memo No. Admn./E-I/ 2024/ 946-80 dated 13.02.2024 and revised syllabus of LSE (Paper)-I circulated vide this office memo No. Admn./E-I/2024/2106-40 dated 01.04.2024 respectively.

4. Number of Chances:

The employees will be given 3 (Three) chances for appearing in the Lower Standard Examination and 4 (Four) chances for Higher Standard Examination. The employees who have availed three chances for passing of Lower Standard Examination and four chances for Higher Standard Examination (in CCSHAU & LUVAS) will require to pay a fee of Rs. 1000/- (One thousand rupees only) per paper for appearing in the examination. An employee who has applied for the examination and fails to appear in the examination, due to one or the other reason, will be deemed to have availed the chance.

5. Inviting Applications:

The applications will be invited by the Office of Registrar, LUVAS for the aforesaid examination and will be notified tentatively in the month of August/September each year by giving atleast 15 days notice.

6. Training, if any:

Pre-examination training for atleast 07 days will be imparted if it is considered necessary on the request of the employees by the Office of Director, Human Resource Department (HRM), LUVAS, Hisar. The applications in this regard will be invited by the Office of Controller of Examinations, LUVAS, Hisar.

7. Tentative Date/Months for conducting Examinations:

The examinations will be conducted by the Office of Controller of Examination, LUVAS once in a year in the month of November/ December tentatively. The Controller of Examinations will notify the date sheet of examination atleast 10 days before the start of Examinations.

8. Guidelines for promotion during LS/HS Exams:

Where the promotion of ministerial staff on any post become due between the conduct of examination and notification of result, the same will be held up till the declaration of result of departmental examinations. However, in case, any promotion become due/selection committee for promotion is approved by the competent authority before the start of departmental examinations, the same will be done even during course of examinations without waiting for declaration of result.

9. Declaration of Result:

The result will be declared by the Controller of Examinations, LUVAS within one month from the conduct of last paper of Departmental Examinations. Each paper of Lower Standard/ Higher Standard will be of maximum 100 marks and the minimum pass marks for the Lower Standard/Higher Standard exams with books will be 50 Marks and without books will be 40 Marks.

10. Unfair means

If any employee during the examination is found having possession of material (Notes, help books, any electronic gazettes) other than text book(s) prescribed for the particular examination will be considered as using unfair means. Similarly, the employee found seeking help from other employee in the examination will be considered as a case of unfair means which will be applicable to both the employees and in such circumstances both the

employees will be considered at fault. The following penalty (ies) will be prescribed for employment of unfair means:

- (i) An employee found using unfair means in the Lower Standard Examinations will be debarred for three consecutive years to appear in all the papers of Lower Standard paper(s) including the year in which the employee has been found using unfair means. He/She will be declared fail in all the papers given by him/her in that year also. However, he/she will also not be allowed to appear in the Higher Standard Examinations for the above mentioned period.
- (ii) An employee found using unfair means in the Higher Standard Examinations will be debarred for three consecutive years to appear in Lower Standard/Higher Standard Examinations including the year in which he/she has been found using unfair means. He/She will be declared fail in all the papers of Lower Standard and Higher Standard Examinations given by him/her in that particular year.

11. Remuneration:

The remuneration to all those employees involved in conduct of examinations in various capacities will be given by the Controller of Examinations as per Chapter-19 of University Calendar Volume-III and remuneration rates prescribed by Office of Comptroller Order Endst. No. CVU/LUVAS/IF/2023/2521 dated 12.06.2023 and further amendment in future.

12. Destruction of Record:

Except for the original copy of notification of result and question papers of all other record related to Lower Standard and Higher Standard examinations will be destroyed after an incubation period of six months subject to the condition that before the record is disposed off, proper lists will have to be prepared/ maintained with the following certificates:

- i) That no request/ representation of any employee is pending.
- ii) That no court case/enquiry/RTI is pending.
- iii) That no case (like copying/impersonation etc.) against any candidate is pending.

The above guidelines/rules & regulations may be got noted from the non-teaching ministerial staff (except stenography staff) working under your control for their kind information.


25.06.2024
Registrar

CC:

1. Secretary to Vice-Chancellor for kind information of Worthy Vice-Chancellor, LUVAS, Hisar.
2. The Controller of Examinations, LUVAS, Hisar.
3. The Incharge, General Branch/Faculty Branch/Academic Branch, Office of Registrar, LUVAS, Hisar.
4. The Incharge, University Website, LUVAS, Hisar
5. The Incharge, E-gov. Cell, LUVAS, Hisar.
6. Social Media Champion, LUVAS, Hisar.