

**Document No.:- R06590-Dated 24-10-2024**

**Subject:** Invite applications for Lower Standard Examination (LSE) and Higher Standard Examinations (HSE) for the Year 2024.

From

The Registrar  
LUVAS, Hisar

To

All Deans/Directors/Officers/Sections  
(Including Outstations)  
LUVAS, Hisar

Memo No.: Admn./E-I/2024/7456-7490+E  
Dated: 24.10.2024

**Subject: Invite applications for Lower Standard Examination (LSE) and Higher Standard Examinations (HSE) for the Year 2024.**

It has been decided to invite applications for the Departmental Lower/Higher Standard Examinations of non-teaching ministerial employees of this University. As per approved guidelines, the employees will be given 03(three) chances for appearing in the Lower Standard Examinations & 04 (four) chances for Higher Standard Examinations. The employees who have already availed three chances for passing Lower Standard Examination and four chances for Higher Standard Examinations (in CCSHAU & LUVAS) are required to pay a fee of Rs. 1000/- per paper for appearing in the examinations. The fee can be deposited in this office and original receipt is required to be attached with the proforma to appear in the above said examinations. However, an employee who has applied for the examinations earlier and failed to appear in the examinations due to one or the other reason will be considered to have availed the chance. This may be circulated among all the non-teaching ministerial employees (except stenography staff) working under your control. The interested employees may send their application form on the proforma prescribed overleaf. The employees, who intend to appear in both the examinations i.e. Lower Standard and Higher Standard, may apply separately for each examination. The application must reach in this office **latest by 08.11.2024** and after that no request will be entertained under any circumstances.

Encl: Proforma

Sd/-  
Registrar

**PROFORMA FOR DEPARTMENTAL EXAMINATION**

Roll No. \_\_\_\_\_

Application for \_\_\_\_\_ Standard Departmental Examination

1. Name of the employee :
2. Designation :
3. Department/Office :
4. Details of Paper to be taken :

Sr. No.	No. of Paper (s)	Subject of Paper	No. of chance(s) availed in CCSHAU & LUVAS
1.			
2.			
3.			
4.			
5.			
6.			

Signature of the candidate

Endst No. \_\_\_\_\_

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

Forwarded to the Registrar, LUVAS, Hisar for necessary action, please.

Dean/Director/HOD