



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802
Website:<http://hpnlui.ac.in>

No. 34-1/21-HPNLU/(Estt.)-7854

Dated: 27th June, 2024
28th

NOTICE

This is in reference to office order No.23-1/21-HPNLU/Estt-7074 dated 08-02-2024 whereby the Departmental Promotion Committee (DPC) has been notified to consider and recommend for promotion of non-teaching staff of this University per the Himachal Pradesh National Law University Shimla Executive and Service Regulations, 2020.

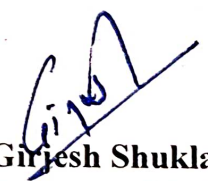
Employees eligible for such promotion may apply by filling out the application form enclosed herewith and submitting the same by July 04, 2024, in the Office of Section Officer (Establishment).

The Examination will be conducted on 14.07.2024 from 10:00 a.m. to 01:00 p.m. (3 hours).

The syllabus of the examination is as under:-

Syllabus for the written test: (All Questions Subjective Type)

- | | |
|--|----------|
| 1. General English | 20 Marks |
| 2. Knowledge of Rules and Regulations
Knowledge of Official procedure and day to day routine work | 40 Marks |
| 3. Drafting of Office notes, letters etc | 40 Marks |

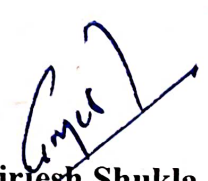

Prof. (Dr.) Girjesh Shukla
Chairman, DPC
HPNLU, Shimla

Endst. No. Even

Dated: 27.06.2024
28th

Copy to:

1. All Non-Teaching Staff, HPNLU, Shimla.


Prof. (Dr.) Girjesh Shukla
Chairman, DPC
HPNLU, Shimla



**COMMON APPLICATION FORM FOR LIMITED DEPARTMENTAL
EXAMINATION FOR PROMOTION TO SERVICES/POSTS
CONDUCTED BY HIMACHAL PRADESH NATIONAL LAW UNIVERSITY,
SHIMLA DEPARTMENTAL PROMOTION COMMITTEE
[UNDER THE HPNLU, SHIMLA EXECUTIVE & SERVICE REGULATIONS, 2020]**

Recent passport
size photograph to
be pasted

1) Name of candidate
(in capital letters only as recorded
in Service Book/Service Card) _____

2) Father's/mother's Name : _____

3) Father's/mother's Name : _____
Which applied

4) Name of Department/
Office presently posted: _____

5) (a) Permanent address: _____

(b) Address for correspondence: _____

(c) Phone number : _____

6) Date of joining the feeder
post/grade on regular basis
(attach self-attested photocopy
of the supporting document) _____

7) (a) Educational and other
Certificate if the relevant
recruitment rules/service
rules prescribed such qualifications. _____

(b) Length of qualifying service
in the feeder grade/post
(attach self-attested photocopy
of the supporting document) _____

8) Whether or not the candidate is a
Person with benchmarked disability?
(YES/NO) _____

9) If the answer at Sl. No. 8 is YES,
whether or not the candidate wanted
to avail the services of Scribe for writing
the examination? (YES/NO) _____

10) If the answer at Sl. No. 9 : _____ is YES,
whether or not the candidate will bring his/her own Scribe OR utilize the services of Scribe
provided by the Commission/Board/ DPC?

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place:

Date:

(Signature of the candidate)

CERTIFICATE BY REGISTRAR

Certified that Mr./Mrs./Miss _____ holds a permanent post in HPNLU Shimla and has been holding the feeder post/grade on regular basis since _____. His/her character as far as known to me is good and I am not aware of any circumstances which show that he/she would be unsuitable for any appointment to any post if successful in the limited departmental examination.

Date:

Signature: _____

Designation: _____

(Office Seal)