



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**16 MILE SHIMLA-MANDI NATIONAL HIGHWAY GHANDAL**  
**DISTRICT SHIMLA, HIMACHAL PRADESH-171014**  
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File No. 34-1/21-HPNLU/(Estt.)/647 Dated: - 26<sup>th</sup> June, 2025

### **Notice**

**Sub:** Inviting applications for Departmental Promotion Examination for Non-Teaching Staffs

It is hereby notified for general information that the Departmental Examination for Non-Teaching Staff of the University is scheduled to be held in the last week of July 2025, as per the Part – II, Chapter 4, Sub-Clause 4.2 of the Himachal Pradesh National Law University Shimla Executive and Service Regulations, 2020 reads as follows:-

#### **4.2 Promotion:-**

*The condition for promotion, requisite years' experience, previous performance and related matters shall be governed by the given criteria, in Appendix II.*

*4.2.1 All promotions shall be done through the Departmental Promotion Committee following the process as under:*

- (i) Written test/skill test;*
- (ii) The candidate must have got good or above remarks in his/her last five or three years ACR, as the case may be, and*
- (iii) Interview of the candidate who fulfils other conditions.*

Examination for the Departmental Promotion			
Sr. No.	Test	Score	Description
1	Written Test	100	For qualifying the written examination, a minimum of 45% for UR and 40% for the reserved category shall be required.  <b>Syllabus:</b> <ul style="list-style-type: none"><li>English comprehension passage questions and answers; precis writing. [50 Marks]</li></ul>

			<ul style="list-style-type: none"> <li>Drafting of Office letters/replies, preparation of File Notes, etc. <b>[50 Marks]</b></li> </ul>
<b>2</b>	Skill / Typing Test	As per Rule 4.2	<ul style="list-style-type: none"> <li>From Clerk to Junior Assistant Cadre: 40 words per minute (English)</li> <li>From Steno Typist to Junior Scale Stenographer: 40 Words per minute and Shorthand 80 words per minute.</li> </ul>
<b>3</b>	Interview	Candidates who have qualified for both the above stages will be called for an interview.	

The eligible employees from non-teaching categories may submit their application in prescribed pro-forma enclosed herewith this notice latest by 11<sup>th</sup> of July, 2025. The applications along-with supporting documents received after the due date shall not be considered.

The final date, time and venue of the examination will be notified in due course.

***Sd/-***

**Chairperson  
Departmental Promotion Committee  
HP National Law University, 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 a regular basis (attach a copy duly attested/certified by a  
Gazetted Officer only) \_\_\_\_\_

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

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

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

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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)

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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?

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### **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 substantive post in Himachal Pradesh National Law University Shimla and has been holding the feeder post/grade on a regular basis since \_\_\_\_\_. His/her appointment is in accordance with the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020, and his/her character, as per the records, is good.

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)