

Haryana Institute of Public Administration, Gurugram

DATE-SHEET

Date-sheet for Departmental Examination of Urban Local Bodies to be held from **07-11-2020 to 09-11-2020** in the Examination Center: **Haryana Institute of Public Administration, Plot No. 76, HIPA Complex, Sector-18, Gurugram**

Date/ Hours	Morning Session	Evening Session
07-11-2020 Saturday	Group–A Précis Writing & Drafting Timings: (09.00 AM to 10.30 AM)	Group–A Book Keeping (Without the aid of books) Timings: (2.00 PM to 3.30 PM)
08-11-2020 Sunday	Group–B Paper –I Rules and Regulations(with the aid of Books) Timings: (09.00 AM to 12.00 Noon)	Group–B Paper-II Rules and Regulations(with the aid of Books) Timings: (02.00 PM to 5.00 PM)
09-11-2020 Monday	Group –C Paper-I Statutory Rules and Order(Practical)(with the aid of following books) 1. Copying Agency Rules 2. Haryana Civil Services rules ,2016 3. Financial Hand Books No.1 and 2 Timings: (09.00 AM to 12.00 Noon)	Group–C Paper –II Statutory Rules and Order(Theory) (Without the aid of books) Timings: (02.00 PM to 5.00 PM)

NOTE: Instructions for candidates:

1. Mobile Phones & IT gadgets capable of being used as communication device are not allowed inside the examination hall.
2. Books with commentary and hand written notes are not allowed.
3. Smoking is totally prohibited in Examination Hall
4. Candidates found with extraneous material will be debarred from the examination
5. **Apart from this, it will be necessary for all the candidates to wear a face mask and have the Arogya Setu app installed on their phone.**

Examination Branch
**Haryana Institute of Public
administration, Gurugram**