

Dyn-UCC/16371  
17/7/18



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)  
NAAC Accredited 'A' Grade

### NOTICE

Twelve posts of Junior Scale Stenographer in the pay Matrix of Rs.25500-81100 + 40/- S.P. are to be filled up from amongst the confirmed internal Steno-Typists (Budgeted) who fulfil the prescribed qualifications and standards mentioned below. The interested Steno-Typists may submit their option/willingness to appear in the Stenography test for promotion to the post of Junior Scale Stenographer by sending their application on plain paper to the Assistant Registrar (Estt. NT) giving their full Bio-Data through proper channel within **Ten days** from the issuance of this notification.

### QUALIFICATIONS AND STANDARD FOR TEST

1. Matriculate Ist division/Higher Secondary IInd Div./Intermediate 2nd Div./B.A.
2. For Ex-serviceman Matric only.
3. Knowledge of Hindi upto Matric standard with 100 w.p.m. speed in English shorthand and ability to transcribe 250 words in 12½ minutes. (8% mistakes are permissible).

The applications received after the last date will not be entertained in any case.

### REGISTRAR

Endst. No. EN-1/18/M-7C Vol.IV/11293-11413

Dated : 16-7-18

Copy of the above is forwarded to the following with the request to circulate the notification amongst the Steno-Typists working under them:-

1. All the Heads, University Teaching Departments/Branch Officers, M.D. University, Rohtak
2. Director, University Computer Centre, M.D. University, Rohtak with the request to display the notice on the University website.
3. Chief Warden (Boys/Girls), M. D. University, Rohtak
4. OSD to Vice-Chancellor/Registrar (for kind information of the Vice-Chancellor, Registrar) M.D. University, Rohtak
5. P.A. to Controller of Examinations (for kind information of the Controller of Examinations), M.D. University, Rohtak
6. Mrs. Payal Rani (Steno-Typist of this University on Extra Ordinary Leave), Assistant, Ch. Bansilal University, Bhiwani

REAR →

C. Samal  
17/7

Assistant Registrar (Estt. NT)  
for REGISTRAR

SSA/CO