



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

NOTICE

Eleven 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 (Establishment Non-teaching) giving their full Bio-Data through proper channel within ten days from the issuance of this notification.

QUALIFICATIONS AND STANDARD FOR TEST

1. Matriculate 1st division/ Higher Secondary 2nd division/ Intermediate 2nd division/ B.A.
2. For Ex-Serviceman Metric only.
3. Knowledge of Hindi up to metric standard with 100 w.p.m. speed in English Shorthand and ability to transcribe 250 words in 12½ minutes. (8% mistakes are permissible).
4. Computer Typing test at the rate of 8000 depressions per hour (on prorated basis).

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

REGISTRAR

Endst.No.EN-1/20/M-7C Vol.IV/2596-2601

Dated:-19.02.2020

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. Ms. Priti (Steno-Typists on CCL).

Dev 79/2/2020
Assistant Registrar (Estt. NT)
for REGISTRAR