



# हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

Advertisement No. 4/NT/D/2023

Date: 28-11-2023

## EMPLOYMENT NOTICE FOR DEPUTATION/ CONTRACT

Applications are invited on the prescribed format, from the eligible candidates for appointment to the following posts on deputation/ contractual basis as mentioned against each post. The last date for submission of the online applications is **17-12-2023, 05:00 PM.**

Post Code	Name of the Post	Level & Group	No. of Posts & Category	Eligibility
01	<b>Private Secretary</b>  (against lien vacancy)	Level - 7, Group - B	01 UR	Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in Level 6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies. and fulfilling the educational qualifications and other professional requirements as prescribed given below: <b>Essential:</b> (i) Bachelor's degree from a recognized University/Institute. (ii) At least 02 (two) years' experience as Personal Assistant or 5 years' experience as Stenographer and above in a university/research establishment/ Central/ State Govt./ PSU and other autonomous bodies. (iii) English/Hindi Stenography speed: 120wpm-English/100 wpm-Hindi. Type-writing speed: 40 wpm in English or 35 wpm in Hindi on Computer. (iv) Knowledge of computer applications. <b>Desirable:</b> Proficiency in English & good communication skills.

## General Terms & conditions:

1. The qualifications (essential and desirable) and experience required shall be as indicated against the post. The qualifications prescribed for each of the post shall be the minimum qualification as on the closing date of applications.
2. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of application.
3. The applications shall be forwarded by the employer alongwith copies of APARs for the preceding five years, Vigilance Clearance Certificate and NOC for deputation.
4. Application without NOC will be summarily rejected.
5. All other terms and conditions as prescribed under "the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules" available on the website of the University, shall apply.
6. The eligibility of the candidate will be decided by the information mentioned by him/her in the application form. No addition/modification requests will be entertained. Incomplete application form shall be rejected.
7. All correspondence from the University including Interview/Written test call letter, if any, shall be sent only to the email address provided by the applicant in the application form. The candidates are advised to check the website of the University regularly for updates.
8. The prescribed application Format is attached with this Notice.
9. Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.
10. The Period of deputation will be initially for one year which may be extended further on discretion of the competent authority on satisfactory performance.

*Skumar*  
28/11/2023  
**Registrar**