



# GURUGRAMUNIVERSITYGURUGRAM

(State University Established by Haryana Act-17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

Website: [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) e-mail: [registrar@gurugramuniversity.ac.in](mailto:registrar@gurugramuniversity.ac.in)

## RECRUITMENT NOTICE

(Advt. No. NT-02-06/2025)

Online applications are invited for the various non-teaching posts on regular basis. Detailed instructions including number of posts, eligibility conditions, selection criteria etc. along with the link for submission of online application will be available on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) from 10.12.2025 (09:00 am) to 30.12.2025 (midnight). Print out of application (Hard copy) need not be submitted. Any addendum/corrigendum/amendments/notice/updation etc. related to this advertisement shall be uploaded only on the University Website

Sd/-  
REGISTRAR

Dated :05.12.2025



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## Advt. No.: NT-02-06/2025

Online applications are invited for direct recruitment to following non-teaching budgeted posts through online link available at [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in): [Join WhatsApp Channel: Click Here](#)

Advt. No.	Post	Pay Level	Group	No. of posts	Category
NT-02/2025	Carpenter-Gr-I	FPL-4	C	01	UR-1
NT-03/2025	Clerk-cum-DEO	FPL-2	C	18	UR-5, Gen(ESM)-2, DSC-1, OSC-2, DSC(ESM)-1, EWS-2, BCA-1, BCA(ESM)-1, BCB-1, BCB(ESM)-1 & PwBD(LV)*-1
NT-04/2025	Steno-Typist(Eng.)	FPL-2	C	02	DSC-1 & EWS-1
NT-05/2025	Daftri	FPL-2	C	01	BCA-1
NT-06/2025	Peon	FPL-DL	D	05	DSC-1, EWS-1, BCA-1, BCB-1 & ESP(Gen)-1
* PwBD (LV) is horizontally reserved under UR category.					

- Abbreviations: PwBD(LV)-Person with benchmark disability (Low Vision), EWS- Economically Weaker Section, DSC- Deprived Scheduled Caste, OSC-Other Scheduled Caste, UR-Unreserved, BCA- Backward Class-A, BCB-Backward Class-B, ESM- Ex-Servicemen and ESP-Eligible Sports Person.
- In case no eligible EWS candidate is found or qualify the test(s), the same will be filled from Un-reserved category. Accordingly, General category candidates may also apply.
- In case of non-availability of suitable candidate under horizontal reservation category of ESM under any vertical Category of Gen/DSC/OSC/BC/EWS for which post(s) are reserved but no ESM/DESM candidate of respective category is available, the candidate from the respective vertical category will be considered for that post. Benefit of reservation of ESM/DESM will be applicable as State Govt. Instructions issued time to time
- In case no suitable candidate of Persons with Benchmark disabilities (PwBD) from its respective categories of disability is available in the present recruitment process, then vacancies of PwBD will be filled by interchange among the categories of disabilities and in case no suitable person with benchmark disabilities is available, then these posts will be filled up by appointment of **a person other than a person with disability**, being advertised for the 4<sup>th</sup> time, in view of the Haryana Government's instructions dated 25.04.2018.

Complete details including eligibility conditions, selection criteria and general instructions are available at University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in). Application Fee will be accepted online detailed as under:

General		DSC/OSC/BCA/BCB/EWS/ESM candidates of Haryana State	
Male/Female	Female (Haryana Domicile)	Male	Female
500/-	250/-	125/-	63/-



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Note:-

- (i) The applicants resident of outside Haryana belongs to any reserved category shall be considered for the post advertised under UR category only. Hence, they have to apply only against the post advertised under unreserved (UR) category. The relaxation in application fee is applicable to the reserved categories of Haryana only.
- (ii) The PwBD category candidates of Haryana are exempted from payment of application fee.
- (iii) The DESM candidate have to pay application fee as per his/her respective category.
- (iv) The University reserves the right to increase or decrease the number of posts and to withdraw or not to fill any post without assigning any reason at any stage whenever required.

Interested applicants are advised to apply online through online link available on [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) between **10.12.2025 (9:00 am)** to **30.12.2025 (midnight)**. Print out of online application need not to be submitted / sent.

Sd/-  
**REGISTRAR**

**Endst. No: GUG/ Estt/2025/NT/818**

**Dated: 05.12.2025**

A copy of above is forwarded to the following for information and necessary action:

1. The Finance Officer, GUG.
2. Director, UCDAC for uploading on the University website
3. Nodal Officer, Samarth for activation of link for online application on university website.
4. OSD to VC/PA to Registrar (for information).

Sd/-  
**Deputy Registrar (Estt)  
for Registrar**



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## GENERAL TERMS & CONDITIONS

1. The Applicant must be citizen of India. Eligible & interested persons may apply online through online link available on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) w.e.f 10.12.2025 (9:00 am) to till 30.12.2025 (midnight). Print out need not to be submitted / sent. No application will be accepted in off-line/other mode.
2. Appointment on these posts are on provisional basis subject to verification of Character antecedents of the appointed candidates.
3. In case of non-availability of suitable candidate under horizontal reservation category of ESM under any vertical Category of Gen/DSC/OSC/BC/EWS for which post(s) are reserved but no ESM/DESM candidate of respective category is available, the candidate from the respective vertical category will be considered for that post. Benefit of reservation of ESM/DESM will be applicable as State Govt. Instructions issued time to time
4. The hard copy of downloaded (online filled) application form along with all uploaded documents must be brought at the time whenever called upon by the University.
5. Applicants are advised to ascertain their eligibility before applying to ensure that they are indeed eligible in terms of minimum eligibility conditions (**Annexure-A**) as on cut-off date i.e. the last date of application. All the Certificates/documents relating to eligibility conditions including qualification, experience will be determined with regard to last/cut-off date.
6. In the case of internal candidates, minimum qualifications as prescribed by the University in respect of various posts may be relaxable.
7. The University does not scrutinize the documents at the time of submission of online application and the same will be checked only during Scrutiny/verification.
8. Applicants are advised to fill their application form carefully and correctly such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, marks obtained, passing year, photo, Signature, experience, fee & other details etc. Applicants are advised to check the spellings as per documents. No request for change of any particular on the online application form shall be entertained after submission on any other ground. Applicant will be responsible for any mistake in the data filled in application form and fee paid.
9. An applicant needs to apply by filing up all the requisite fields and all the required documents will need to be uploaded/ sent along with the printout of online application form. Application without required application fee, self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or received after last date of receipt will be rejected and no correspondence will be entertained in this regard.
10. The University will not be responsible for any error/omission/commission/ suppression of information by an applicant knowingly/unknowingly/overtly/ covertly while filling the application form and uploading documents. Neither any document by hand/email/ post nor will any request for any change be accepted / considered after last date of submission of application. However, the University may ask any additional documents in support of any information/document for clarity as & when so required.
11. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the applicants. No inquiry or correspondence will be entertained in this regard.
12. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that an applicant does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable for action as per rules, in addition to criminally prosecution, irrespective of any benefit availed or not by furnishing the false/ incorrect information.



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13. The University reserves the right to call any applicant personally along with printed copy of the application form with uploaded documents original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.
14. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee.
15. Age of the applicant must not be below 18 years and above 42 years. Age relaxation to the applicant under various categories shall be given as per the provisions in the General Administration Department, Haryana Govt. notification no. 22/132/2013- 1GS-III dated 22<sup>nd</sup> March 2022 or amended time to time.
16. Applicant who is already in service of Govt./Semi Govt./Autonomous Bodies shall upload NOC of his employer with his online application and submit his/her application (printout of filled application form) through proper channel along with vigilance clearance certificate from the Competent authority. In case application is not forwarded due to whatever reasons till the time of written test, "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer have to be produced at the time of Documents Verifications/Interview (as the case may be).
17. The Selection Criteria alongwith syllabus for respective posts will be notified later. The requisite qualification and relevant experience etc. for eligibility shall be determined as on the last date of submission of online application.
18. It will be mandatory to qualify the written and/or skill test (wherever applicable). The qualifying marks in written/skill test are 50% (47.5% for DSC/OSC/BC/PwBD). The written test will be held in **English & Hindi** language. In first stage, all the applicants will be allowed to appear in written/skill test without ascertaining the eligibility and the applications of only those who qualify the test will be scrutinized for eligibility. Thereafter, the test-qualified and eligible applicants will be considered for further process of selection.
19. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be shortlisted for further selection process. The University may restrict the shortlisted applicants to a reasonable number on the basis of the marks obtained in written and/or skill test.
20. All qualifications must be attained from recognized Board/Universities/Institutes. The applicants who have obtained qualifications from any Board/ University/ Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised.
21. The scrutiny of applications will be done on the basis of the information filled and documents uploaded by the applicants and thus remain provisional till the same gets verified. If on verification, any information/document is found to be incorrect at any stage (even after selection) the applicant will be liable for prosecution as per rules.
22. The experience will be considered only after acquiring the essential qualification.



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23. a) The benefit of reservation will be given only to those (DSC/OSC/BC-A/BC-B/PwBD/ESM/EWS etc.) applicants who are domicile of State of Haryana.
- b) The applicants belonging to Scheduled Caste shall have to submit the Caste Certificate strictly as per the latest State Govt. notification no. 22/163/2024-5HR-III dt. 13.11.2024. Failing which no benefit of reservation of SC category shall be entertained and application shall stands rejected.
- c) The applicants seeking reservation under any category e.g. DSC/OSC/BC-A/BC-B/PwBD/EWS/ESM etc. are required to submit the **Valid requisite certificate for the F.Y. 2025-26** issued by the Competent Authority as prescribed by the State Govt. In case of women candidates, certificate from in-laws (Husband side) will not be entertained. The benefit of reservation to the applicants belonging to Backward Class Category is to be considered strictly as per the provisions of Haryana Backward Class (Reservation in Services and Admission in Educational Institutions) Act, 2016. The applicants who have claimed such reservation are required to produce the requisite certificate along with valid Income certificate for FY 2025-26 issued from the Competent Authority as defined vide State Govt. Notification issued from time to time.. OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.

Note:-

- (i) The applicants of reserved categories of Haryana for which no vacancy is available/reserved, can apply for the posts in General Category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.
  - (ii) The reserved category applicants of other States will be considered only against Un-reserved category. Such applicants should fulfill all the eligibility conditions as meant for Un-reserved category applicants.
  - (iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation.
  - (iv) In case no suitable applicant of EWS category found, the post reserved for same will be filled out of Un-reserved category.
24. EWS certificate on prescribed proforma should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 12 22/12/2019-1GS-III, dated 25.02.2019. The EWS certificate should be valid for the year 2025-2026. EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate. If a candidate fails to submit certificate as per above requirement, then he/she shall be considered under Un-reserved category.
25. In case, the University receives less than three applications for the specific post/vacancy advertised, the said post/vacancy will be re-advertised. If even after re- advertisement, the number of applications received remains less than three then the post may be filled after following the due selection process.
26. Ex-serviceman
- Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time up to the date of advertisement, viz,-



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- (A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/ Corporation/ University etc. under the State Government with availing the benefit of reservation-
- (i) He/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation /University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue and
  - (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
- (B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation;
- (ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.
- (C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex- serviceman as soon as he/she joins any civil employment should give self- declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.
- (D) The dependent sons/daughters of ESM will be considered against ESM category if post advertised and suitable ESM applicants are not available. ESM/DESM applicants of Haryana claiming benefit will have to produce the fresh eligibility certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking including Para-Military Forces, in view of State Government instructions. Mere dependent certificate will not be entertained.
- (E) The family members of martyr military personnel shall be entitled to exercise an option either-
- (i) to avail the benefit of reservation up to two family members; or to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.
- (F) The priority list for preparation of final list of selection/appointment of ex- servicemen or their family members against the posts reserved for ex- servicemen shall be as under:-
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
  - (ii) Failing (i), family member of disabled ex-servicemen;





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- (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
- (iv) Failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (G) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.
- (H) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwBD.
- (I) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.
- (J) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail benefit of reservation in civil service.
27. ESM candidates shall produce attested photocopy of Identity Card issued by concerned Zila Sainik Board and Discharge certificate/Discharge Book. Disabled ESM shall produce disability certificate and family member of Martyr shall produce relevant certificate/Battle Casualty certificate which proves the Martyr status issued by competent authority.
28. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority.
29. The University can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.
30. Experience Certificate (wherever required) should be issued by competent authority of the concerned Department/Commission/Board/Corporation etc. In experience certificate designation, salary details, date of posting, period of service and date of issuing should be clearly mentioned. Joining letter/Certificate issued by service provider (private agency) shall not be considered.
30. **Tie Breaking Criteria:** At the time of preparing the merit list, when two or more applicants have same score/marks, the applicant older in age shall be considered senior to the younger applicant.
31. Provision of assistance of scribe to Persons with Benchmark Disabilities:-
- As per the guidelines issued by the Department of Empowerment of Persons with Disabilities under Ministry of Social Justice & Empowerment, following facilities will be made available to Persons with Benchmark Disabilities:
- I. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe or compensatory time of 20 minutes per hour will be provided by the University, if desired by the candidate. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form. However, in case there is no provision is available for apply such





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facility in online application then such applicant has to submit his/her application at least 07 days before the scheduled date of written test.

- II. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Medical Board consisting of Chief Medical Officer and at-least two other members of a Government health care institution as per Performa at Annexure-B. Candidates will be provided with Scribe **or** compensatory time of 20 minutes per hour will be provided, if desired by the candidate, only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per **Annexure - B**.
  - III. The qualification of the scribe should be one step below the minimum qualification prescribed for the post. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at Annexure-C. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-C.
  - IV. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
  - V. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
  - VI. The PwBD candidates who have availed the facility of Scribes shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of scribe when called upon to do so by the University.
32. A candidate who is or has been declared by the University to be guilty of:
- i) Obtaining support for his candidature by the following means, namely:
    - a) Offering illegal gratification to; or
    - b) Applying pressure on; or
    - c) Blackmail, or threaten to blackmail any person connected with examination; or
  - ii. Impersonation; or
  - iii. Procuring impersonation by any person; or
  - iv. Submitting fabricated documents or documents which have been tampered with or
  - v. uploading irrelevant photos in application form in place of actual photo/ signature.
  - vi. Making statements which are incorrect or false or suppressing material information; or
  - vii. Resorting to the following means in connection with his candidature for the examination, namely:-
    - a) Obtaining copy of question paper through improper means;
    - b) Finding out the particulars of the persons connected with secret work relating to the examination;
    - c) Influencing the examiners; or



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- viii. Being in possession of or using unfair means during the examination; or
- ix. Writing or drawing obscene or irrelevant matter / sketches in the scripts; or
- x. misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- xi. Harassing or doing bodily harm to the staff employed by the Selection Committee/Commission for the conduct of their examination; or
- xii. Being in possession of or using any mobile phone, (even in switched off mode). pager or any electronic equipment or programmable device or any kind of electronic device including storage media like pen drive, any kind of watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
- xiii. Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
- xiv. attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable:-
- a) To be disqualified by the University from the Examination; and/or
- b) To be debarred either permanently or for a specified period:-
- i. By Selection Committee/Commission, from any examination or selection held by them;
- ii. By the central government from any employment under them; and
- c) If he is already in service under Government to disciplinary action under the appropriate rules:

Provided that no penalty under this rule shall be imposed except after:-

- i. giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- ii. Taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.
33. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
34. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
35. Any type of corrigendum/addendum/amendment/notice/updation etc. related to this advertisement shall be uploaded on University website. Further, the University will not send any further information/call letters by post/newspapers. Therefore, the Candidates are advised to regularly keep on visiting the University website.
36. Applicants must have a valid active personal mobile number/emailed (not to be changed till the process gets over) as the relevant information may be emailed/SMS. The University will not be responsible for non-delivery of email/SMS.
37. No correspondence what so ever will be entertained from the candidates regarding conduct/result and the reason for not being called for Test/Interview.



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38. All the documents to be attached with the application should be self-attested with page number & details of enclosed documents should be specified otherwise the candidate will be responsible for misplace/loss of any enclosed document(s).
39. The University reserves the right to increase or decrease or not to fill or withdraw any or all of the advertised posts without assigning any reason at any stage.
40. If any question arises relating to the advertisement and its general terms & conditions, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.
41. All disputes will be subject to Jurisdiction of Gurugram Court only.

## How to apply:

Please read the instructions carefully before applying. Applicants willing to apply are advised to apply online through the link available on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) between 10.12.2025 (9:00 am) to 30.12.2025 (midnight). [Join Telegram Channel: Click Here](#)

Sd/-

**Deputy Registrar (Estt)**

### Eligibility Conditions

#### **Carpenter Gr.-I**

- (i) Matric with ITI Certificate in the trade of Carpenter with two years' experience in the relevant field.
- (ii) Knowledge of Hindi/Sanskrit upto Matric.

#### **Clerk-cum-DEO** [More Updates Visit Website: HaryanaJobs.in](http://HaryanaJobs.in)

- (i) Graduate with minimum 60% marks at matric or 50% marks at 10+2 level.
- (ii) Candidate will have to qualify the test as prescribed by the competent authority including proficiency in computer application and appreciation, typing (with speed of minimum 30 wpm in English).
- (iii) Knowledge of Hindi/Sanskrit upto Matric or at Higher Level.

**Note :-** It is clarified that on selection to the post, the candidates have shall have to qualify the SETC-I & II within their period of Probation of one year or up to maximum extended period of probation, if any, by the competent authority. The candidate shall not be granted annual increment or promotion till he/she qualifies SETC, failing which the services may also be dispensed with or otherwise as per the instructions of the State Govt.

#### **Steno-Typist(Eng.)**

1. Graduate with at-least 60% marks at matric or 50% Marks at 10+2 level.
2. English shorthand at a speed of 80 wpm and transcription of 20 wpm (8% mistakes are permissible) & Word processing speed of 8000 keys/ hours or more.
3. Ability to work on computer with internet efficiently.
4. Knowledge of English & Hindi/Sanskrit up-to Matric or higher level.

**Note :-** It is clarified that on selection to the post, the candidates have shall have to qualify the SETC-I & II within their period of Probation of one year or up to maximum extended period of probation, if any, by the competent authority. The candidate shall not be granted annual increment or promotion till he/she qualifies SETC, failing which the services may also be dispensed with or otherwise as per the instructions of the State Govt.

#### **Daftri**

1. 10+2 Examination from a recognized Board.
2. Knowledge of Hindi/Sanskrit upto Matric or at Higher Level.

#### **Peon**

1. Matriculate with Hindi/Sanskrit from recognized Board.

**Certificate regarding physical limitations in an examine to write**

This is to certify that, I have examined Mr./Ms./Mrs \_\_\_\_\_ (name of the candidate with disability) a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability) S/D/O \_\_\_\_\_ a resident of \_\_\_\_\_ (village / District State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Place :

Date:

Signature and Seal of the Medical Authority

Name & Seal of Member Name & Seal of Member

Name & Seal of Member

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability- Orthopedic specialist/PMR).

**Letter of undertaking for using Own Scribe.**

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability)  
appearing for the \_\_\_\_\_ (name of the examination) bearing roll no.  
\_\_\_\_\_ at \_\_\_\_\_ (name of the centre).

My qualification is \_\_\_\_\_. I do hereby state that  
\_\_\_\_\_ (name of the scribe) will provide the service of  
scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that  
his/her qualification is less than minimum qualification of the said post. In case, subsequently it is  
found that his/her qualification is not as declared by the undersigned and is beyond my qualification,  
I shall forfeit my right to the post and claims relating thereto.

Dated:

(Signature of the candidate with disability)