

HARYANA STAFF SELECTION COMMISSION
Bays No. 67-70, Sector-2, Panchkula
Website www.hssc.gov.in
Shorthand and Typing Test

NOTICE FOR APPOINTMENT OF STENO TYPIST (Both languages) ON CONTRACT BASIS

Seventeen (17) Steno typist are required in the Haryana Staff Selection Commission, Panchkula as per outsourcing policy on the pay as per Rules of Government issued from time to time subject to minimum of Rs. 8100/- or fixed by the State Government (in General Administration Department) from time to time or on the wages fixed by the concerned Deputy Commissioner, for one year from the date of joining or till the regular selected candidates are appointed or the services required by the Commission, whichever is earlier, on the following terms and conditions:-

- (i) 10+2 1st Division /Graduation or its equivalent from a recognized board/ university.
- (ii) 10+2 or fifteen years Service in Army and Army Certificate class I.(For Ex-Servicemen)
- (iii) English Shorthand at a speed of 80 words per minute and transcription thereof at 15 words per minute and mistakes should not exceed 8%.
- (iv) Hindi Shorthand at a speed of 64 words per minute and transcription thereof at 11 words per minute and mistakes should not exceed 8%
- (v) Drafting
- (vi) Hindi/Sanskrit up to Matric Standard or higher Qualification.
- (vii) Minimum age should be 17 years and maximum will be 42.

As per guidelines of reservation issued vide letter No. 22/104/2014-1GSIII dated 27.10.2017, the details of the category wise posts is as under :-

- (i) General Cat. -07
- (ii) SC Cat.- 03
- (iii) BCA Cat.- 02
- (IV) BCB Cat- 01
- (V) Ex- servicemen-02
- (VI) EBPG - 02


Total – 17 Posts

Note:- Two post of EBPG category will not filled in view of instruction issued by Chief Secretary to Govt. Haryana vide No. 22/10/2013-1GS III dated 21th February 2018. After final decision remaining posts will be filled.

The interested person may attend this office for Shorthand and Typing Test with all documents on dated **17th April, 2018.**

Note: - The posts can be increased or decreased by the Commission keeping in view of work in the Commission at any time without any notice. These posts are purely on contract basis and the service can be terminated at any time.

Dated, Panchkula
the 2nd April , 2018


Secretary
Haryana Staff Selection Commission,
Panchkula. 