



*Jcc-3091*  
*27/12/19*

**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**  
(A State University established under Haryana Act No. 25 of 2014)

**NOTICE**

One vacant post of Junior Scale Stenographer in Level-4 in the Pay Matrix of ₹25500-81100/- + 40 S.P. is to be filled up from amongst the confirmed internal Steno-Typists who fulfil the prescribed qualifications and standards mentioned below:

**Qualifications and Standards:**

- i) Graduate with at least 50% marks from a recognized University or its equivalent.
- ii) Knowledge of Hindi or Sanskrit up to Matric standard.
- iii) English shorthand at the speed of 100 w.p.m. and transcription thereof on computer at the speed of 20 w.p.m. (8% mistakes are permissible).
- iv) Computer Typing Test at the rate of 8000 depressions per hour.

It is hereby notified that the Stenography Test (English shorthand of 300 words at the speed of 100 w.p.m. and transcription thereof on computer at the speed of 20 w.p.m. in 15 minutes (8% mistakes are permissible) and Computer Typing Test at the rate of 8000 depressions per hour for promotion to the post of Junior Scale Stenographer will be held on 31.12.2019 at 10:00 A.M. in the Computer Centre, CBLU, Bhiwani.

The interested Steno-Typists may submit their option/willingness to appear in the Stenography Test and Computer Typing Test for promotion to the post of Junior Scale Stenographer by sending their application on plain paper to the Registrar giving their full Bio-data through proper channel **upto 30.12.2019 (05:00 PM)** from the issuance of this notification.

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

**REGISTRAR**

**Endst. No.: CBLU/ENT/R-39/19/ 4304-09**

**Dated: 26/12/19**

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

1. Advisor (Academic), CBLU, Bhiwani.
2. In-charge (Computer Centre), CBLU, Bhiwani with the request to upload this notice on the University website.
3. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), CBLU, Bhiwani.
4. P.A. to Registrar (for kind information of the Registrar), CBLU, Bhiwani.
5. Sh. Raman, Steno-Typist, Academic Branch, CBLU, Bhiwani.
6. Ms. Priya, Steno-Typist, Registrar's Office, CBLU, Bhiwani.

*Mr. Singh*  
*1/2*

*26-12-19*  
**Superintendent (Estt.)**  
**for Registrar**