

**STATE ELECTION COMMISSION, HARYANA
NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17
PANCHKULA**

Applications are invited from the eligible candidates, who fulfils the requisite qualifications to fill up 3 posts of Senior Scale Stenographer, 2 posts of Junior Scale Stenographer, 2 posts of Steno Typist and 3 posts of Clerk as per Part-II of outsourcing policy of the Haryana Govt. on contract basis for a period not exceeding one year or till the regular selected candidates are appointed, whichever is earlier. The application in prescribed proforma so as to reach the Secretary, State Election Commission, Haryana by 15.06.2017. The information regarding number of posts, educational qualification, age, experience, other general terms and conditions and prescribed proforma is available at the Commission`s web site www.sechry.gov.in

Secretary
State Election Commission, Haryana
Panchkula

STATE ELECTION COMMISSION, HARYANA
NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17
PANCHKULA

1. Qualifications :-

Name of Post	No. of posts	Qualification
Senior Scale Stenographer	3	(i) 10+2 from Haryana State Education Board or its equivalent; (ii) Hindi shorthand speed of 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 words per minute on computer with commonly used word processing software in a dictation of two passages of 500 words (250+250 each) in time limit of 6 ½ minutes with mistakes not exceeding 4%. (iii) English shorthand of 100 words per minute and transcription thereof at a speed of 20 words per minute on manual typewriter or 40 words per minute on computer with commonly used word processing software in a dictation of two passages of 500 words (250+250 each) in time limit of 6 ½ minutes with mistakes not exceeding 4%. (iv) Knowledge of Hindi/Sanskrit upto matric standard or +2/B.A./M.A. with Hindi as one of the subjects.
Junior Scale Stenographer	2	(i) 10+2 from a Haryana State Education Board or its equivalent. (ii) Hindi shorthand speed of 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 words per minute on computer with commonly used word processing software in a dictation of two passages of 500 words (250+250 each) in time limit of 6½ minutes with mistakes not exceeding 8%. (iii) English shorthand of 100 words per minute and transcription thereof at a speed of 20 words per minute on manual typewriter or 40 words per minute on computer with commonly used word processing software in a dictation of one passage of 250 words in time limit of 3 ½ minutes with mistakes not exceeding 8%. (iv) Knowledge of Hindi/Sanskrit upto matric standard or +2/B.A./M.A. with Hindi as one of the subjects.
Steno Typist	2	(i) 10+2 from Haryana State Education Board or its equivalent. (ii) Hindi shorthand speed of 64 words per minute and transcription thereof at 11 words per minute on manual typewriter or 20 words per minute on computer with commonly used word processing software in a dictation of one passage of 200 words in time limit of 3 ¼ minutes with mistakes not exceeding 8%. (iii) English shorthand of 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 35 words per minute on computer with commonly used word processing software in a dictation of one passage of 200 words in time limit of 3 ¼ minutes with mistakes not exceeding 8%. (iv) Knowledge of Hindi/Sanskrit upto matric standard or +2/B.A./M.A. with Hindi as one of the subjects.
Clerk	3	(i) 10+2 from a Haryana State Education Board or its equivalent. (ii) Hindi or English typing at a speed of 25 and 30 words per minute respectively on manual typewriter in a passage of 250/300 words in the time limit of 10 minutes with mistakes not exceeding 10% OR Hindi or English typing at a speed of 30 words per minute in each on computer with commonly used word processing software in a passage of 300 words in the time limit of 10 minutes with mistakes not exceeding 10%. (iii) Knowledge of Hindi/Sanskrit upto Matric Standard or +2/B.A./M.A. with Hindi as one of the subjects.

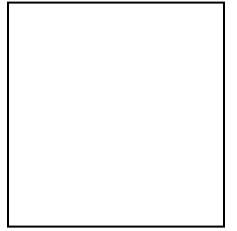
2. Age :- 17 years to 42 years on the last date of submission of application. Relaxation to the reserved categories as per instructions issued by the Haryana Govt. from time to time on the matter.

3. Salary :- As per part-II of the outsourcing policy of the Haryana Govt. dated 06.04.2015 or the rates fixed by the Deputy Commissioner, Panchkula, whichever is higher.

Other Terms and Conditions

1. Applications received after 15.06.2017 will not be considered in any circumstances.
2. The last date of receiving application will be considered for determining age.
3. The list of eligible candidates along with roll Nos. will be uploaded on the Commission`s web site after scrutiny.
4. The list of candidates to be called for test and interview along with schedule will be uploaded on the Commission`s website.
5. The candidates will have to produce the original testimonials at the time of interview/test.
6. The candidate can apply for more than one post in separate proforma.
7. The vacancies can be increase/decrease.
8. The State Election Commission reserves the right to reject any application without assigning any reason thereof.
9. No TA/DA shall be paid for interview/test.

Application for the post of _____



1. Name :
2. Father Name :
3. Date of Birth :
4. Age as on 15.06.2017 :
5. Sex :
6. Category :
7. Educational Qualification :
8. Permanent Address :
9. Correspondence Address :
with Mobile no., if any
10. Experience :
11. Any other information :

Place :

(Signature of the applicant)

Dated: