

## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER, DSEU

1.	Name of the post	<b>STENOGRAPHER</b>
2.	Number of Post	04 Posts
3.	Classification of the post	DSEU Group 'C'
4.	Pay Band and Grade Pay/Pay Scale	L-04: Rs.25500-81100
5.	Whether Selection post or Non-Selection post	Non Applicable
6.	Age limit for Direct recruits	35 Years
7.	Educational and other qualification required for direct recruits	(i) Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University  (ii) Skill Test Norms: <u>Dictation</u> -10 mts @ 80 wpm <u>Transcription</u> - 65 mts (Eng.) 75 mts (Hindi) (on manual typewriter) OR 50 mts (Eng) (65 mts Hindi) on Computer
8.	Whether age and Educational Qualification Prescribed for direct recruit will apply in the case of promotees	Not Applicable
9.	Period of Promotion, if any	Two Years
10.	Method of recruitment – Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made	NOT APPLICABLE
12.	IF A Departmental Promotion Committee (DPC) exists what is its composition	As constituted by BOM of the University.
13.	Circumstances in which UPSC is to be consulted in making recruitment	NOT APPLICABLE