

OFFICE OF THE HARYANA HUMAN RIGHTS COMMISSION
NIRMAN SADAN, SECTOR 33-A, CHANDIGARH

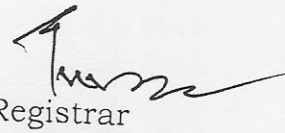
Applications are invited for filling up of the following posts in the
Haryana Human Rights Commission purely on temporary basis:-

S. No.	Name of Posts	Pay Scale	No. of Posts	Qualification
1	Private Secretary	9300- 34800 + 4200 G.P.	2	<p>Having Graduate (in any field) from any recognized University and must have put in atleast five years service as Private Secretary in any Government Department/ Organization/Corporation or besides Graduation; the candidate should have put in at least seven years service as Judgment Writer Grade I/ Judgment Writer (Senior Grade)/ Personal Assistant in any Government Department/Organization/Corporation/ High Court or Subordinate Courts. The candidate has also to pass the English shorthand test at the speed of 120 w.p.m. and to transcribe the same at the speed of 25 w.p.m.</p> <p>Preference will be given to those, who will be having good command over English and must be having the knowledge about the working of the Commission/High Court/ Tribunal etc.</p>
2.	Judgment Writer Grade-I/ Judgment Writer (Senior Grade)/ Personal Assistant	9300- 34800 + 3800 G.P.	2	<p>Having Graduate (in any field) from a recognized University and should pass English short hand test at the speed of 120 w.p.m. and to transcribe the same at the speed of 25 w.p.m. (4% mistakes allowed) and must have been working as Senior Scale Stenographer/ Judgment Writer-II in any Government Department or Government Organization or Government Undertaking/ Corporation; or must have been working as Steno-typist for the last three years in any Government Department/ Organization/ Corporation.</p>

3. Judgment Writer Grade-II/ Senior Scale Stenographer	9300- 34800 + 3200 G.P.	1	Having Graduate or 10+2 (Vocational) 2 nd Division/ Higher Secondary/B.P.P. 2 nd Division/ Matric 1 st Division or equivalent from a recognized University/ Education Board and should pass English short-hand test at the speed of 100 w.p.m. and to transcribe the same at the speed of 25 w.p.m. (4% mistakes allowed) and must have been working or worked as Senior Scale Stenographer, in any Government Department or Government Organization or Government Undertaking/Corporation atleast for six months or must have one year's experience as Steno-typist in any Government Department / Organization / Corporation.
4. Steno-typist (English)	5200- 20200 + 1900 G.P.	4	Having a degree of Arts or Bachelor of Science or equivalent thereto from a recognized University or 10+2 (Vocational) 2 nd Division/ Higher Secondary/B.P.P. 2 nd Division/Matric 1 st Division or equivalent from a recognized University/ Education Board. He has to pass the test at the speed of 80 w.p.m. in English Short-hand and 20 W.P.M. in transcription of the same (5% mistakes allowed) and have proficiency in computers (Word Processing and Spread Sheets). The select list so prepared on the basis of merit shall remain in force for one year from the date of declaration of the result.
5. Steno-typist (Hindi)	5200- 20200 + 1900 G.P.	2	Having a degree of Arts or Bachelor of Science or equivalent thereto from a recognized University or 10+2 (Vocational) 2 nd Division/Higher Secondary/ B.P.P. 2 nd Division/Matric 1 st Division or equivalent from a recognized University/ Education Board. He has to pass the test at the speed of 64 w.p.m. in Hindi Short-hand and 15 w.p.m. in transcription of the same (8% mistakes allowed) and have proficiency in computers. The select list so prepared on the basis of merit shall remain in force for one year from the date of declaration of the result.

Note:

1. The age of the candidate should be between 18-40 years as on 28.02.2015.
2. Applications for the posts, which may increase or decrease, must reach in this office on or before 28.02.2015 by 5:00 P.M. positively.
3. Self attested copies of relevant testimonials i.e. proof of qualification, Date of Birth, Category belongs to, two recent attested passport-size photographs etc. must be attached with the application. Application without copies of relevant testimonials and that received after 28.02.2015 will not be entertained. Incomplete applications will be summarily rejected.
4. The candidates, who are working in the Government departments, must apply through proper channel.
5. The date of interview will be intimated lateron.
6. No TA/DA will be paid.



Registrar
Haryana Human Rights Commission
Chandigarh