



GURU NANAK GIRLS COLLEGE

(SIKH MINORITY INSTITUTION)

(Govt-aided College)

SANTPURA, YAMUNA NAGAR (HARYANA)

Phone No. 01732-224372 ♦ website www.gngcollegeynr.com.

E-mail: gngcollegeynr@gmail.com

Applications are invited for the permanent sanctioned post of Steno.

Qualifications:- 1. Matric or equivalent from recognized University/Board and one year diploma in steno / DSP or equivalent from recognized University / Board.

2. Knowledge of Hindi upto Matric Level

3. Shorthand speed 64 words per minute and Typing speed 11 words per minute in Hindi or shorthand speed 80 words per minute and Typing speed 15 words per minute in English.

Salary: As per revision of 7th Pay scale in (PB-1)5200-20200 with AGP of 1900 as per Govt. rules.

Candidate having knowledge of Sikh religion, heritage and value system will be given weight age/preference

Age: Not less than 18 years and more than 42 years of age on last date of submission of application for General Category and 5 years relaxation in upper age limit for SC/ST for all states & BC for Haryana.

Apply within 20 days along with testimonials on the prescribed form available in the office and on the college website www.gngcollegeynr.com. Application must be supported by demand draft of Rs.500/ (Rs 125/ for SC/ST/BC) in favour of Guru Nanak Girls College payable at Yamuna Nagar with a copy to Dean of Colleges, K.U.K.

M.S.SAWHNEY
GENERAL SECRETARY

DR VARINDER GANDHI
PRINCIPAL