

Serial No. _____

Committee: _____

Date: _____

Pt. B. D. Sharma University of Health Sciences, RohtakWebsite: www.uhsr.ac.in

Advt. No. UHSR/Rectt./07/2018

Date of Publication: 18th October, 2018

Closing date for submission of online applications:

12th November, 2018**Scrutiny Format for the post of Steno Typist**

1) Name of Candidate _____ S/D/W/o _____

2) Category claimed in Application Form _____ 3) Fee Status _____

4) Roll No. _____ (5) Application ID: _____

6) Email ID _____ (7) Mobile No. _____

Sr. No.	Qualification	Yes/No	Documents/certificate attached		
			Date of issuing	Issuing Authority	Document Serial No.
1	Matriculation from a recognized board (DOB : _____)				
2	Hindi/Sanskrit upto Matriculation, as one of the subject.		XXXXXXXXXXXXXXXXXX		
3	Age: 18-42 Years (Relaxation in upper age limit is to be given as per Haryana Govt. Instructions)				
4	Graduate from a recognised University (in any discipline)				
5	State Eligibility Test in Computer Appreciation and Application (SETC)				
5a)	If the applicant is not having a certificate of qualifying (SETC) State Eligibility Test in Computer Appreciation and Application, please tick mark(√) in the box, out of the following and attach proof :				Tick mark(√) in the box
	1. One year Diploma for computer Operator and Programming assistant, Desktop Publishing Operator, Computer Hardware and Network Maintenance and six month Diploma of Data Entry Operator issued by Skilled Development and Industrial Training Department.				
	2. Certificate Course (144 hours) of C-DAC.				
	3. Certificate Course of HKCL.				
	4. Certificate Course of HARTRON.				
	5. All Engineering Degree/ Bachelor Degree/ Master Degree (different nomenclature) in Computer/ Computer Engineering/ Computer Science/ Information Technology/ Computer Application e.g. B.Tech/ B.E./ B.Sc. Engg./ BCA/ B.Sc./ Master in Computer/Computer Science/ Information Technology/ Computer Application recognized for AICTE/UGC.				
	6. HARTRON Diploma in Financial Accounting from HARTRON Skill Centre.				
	7. Diploma/Computer Course from District Council for Child Welfare.				
	8. Diploma/Computer Course from Red Cross Society.				
	9. Diploma/ Computer Course from National Institute of Skill Development (NSID) approved from MHRD/Any State Government.				
	10. Diploma/Computer Course from District Rural Development Agency (DRDA).				
	11. Diploma/Computer Course from NIELIT (Ministry of IT Govt. of India).				
	12. Diploma/Computer Course from any wing of Indian Force (Army/Air Force/Navy).				
	13. Diploma/Computer Course from any ET&T Corporation Ltd.				
	14. Computer Diploma issued by a College affiliated/recognized to University (framed under State Act/Central Act).				
	15. PGDCA issued by University.				
	16. Three years Diploma in Computer/I.T. from Polytechnic recognized by Technical Education Department.				
6	Eligible		Not Eligible due to :		
	Not Eligible				

7	Socio-economic criteria & Experience	Applicable/ Not applicable	Date of Issuing	Issuing Authority	Document Serial No.	Marks (Max.)	Marks Awarded
7a)	No person from among the applicant's father, mother, spouse, Sisters. Brothers and sons is, was or has been regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/Authority of Government of Haryana or any other State Government or Government of India. (Affidavit Self attested by Candidate)					(5)	
7b)	Orphan/Widow: (i) If the applicant is a Widow; or (ii) If the applicant is the first or the second child and his father had died before attaining the age of 42 years; or (iii) If the applicant is the first or the second child and his father had died before the applicant had attaining the age of 15 years. (Certificate issued by Tehsildar)					(5)	
7c)	If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tibe of Haryana which is neither a Scheduled Caste nor a Backward Class. (Certificate issued by Tehsildar)					(5)	
7d)	Experience: One-half (=0.5) mark for each year on part thereof exceeding six months of experience, out of a maximum of 10 years, on the same or higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana. No marks will be awarded for any period less than six months. (Certificate issued by the concerned authority)					(5)	
8	Total Marks i.e. 7(a +b+ c + d) out of Maximum 10 Marks:					10	
9	Mark obtained in written/screening test held on 27.01.2019 out of 90 Marks :					90	
Grand Total i.e. 8+9 (Maximum 100 Marks) :						100	

Declaration only by the Candidate:

I hereby declare that all statement made in the above format regarding educational qualification and experience etc. to which I have submitted the above documents/certificates are true, correct and complete to the best of my knowledge, belief, record and nothing has been concealed therein. In the event of any information being found/ detected false, incorrect, incomplete and ineligible before or after the interview/selection/appointment then my candidature may be cancelled and any legal action as per law can be initiated/taken against me.

Total documents/certificates attached : (Pages: 01 to ____)

(Signature of Candidate with Date)

(FOR OFFICE USE ONLY)

The candidate's obtained total score out of 100 are:

Obtained score checked & verified by the Candidate: Signature of Candidate _____

Recommendation of the Committee - Eligible/Not Eligible:

Signature of Committee Members:

Committee Member

Committee Member

Committee Member

Committee Member

Chairman of Committee