



## CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123029

### WALK-IN INTERVIEW

A walk-in interview for the following posts on contractual basis on consolidated salary till regular appointment is made is scheduled in the University Campus on 6 May 10.30 AM

#### Private Secretary

- Consolidated Salary ₹ 39,000/-

Essential Qualification: (1) A bachelor's degree from a recognized University with proficiency in English and good communication skills. (2) At least five-years' experience as Personal Assistant in a University / Govt. Public/Private/Undertaking of repute. (3) English Stenography speed: 120 wpm-English Type-writing speed: 40 wpm/typing speed of 12,000 (twelve thousands key depression per hour on Computer.

Desirable : Good knowledge of Computer applications.

#### Assistant

- Consolidated Salary ₹ 29,500/-

Essential Qualification: (1) A Bachelor's degree with 50% marks from a recognized University. (2) Three years' experience in administrative/accounts work of which at least two years should be as UDC or equivalent in a University/Affiliated College/Govt./Public/Undertaking of repute.

Desirable : Good knowledge of Computer applications.

REGISTRAR