

F.1/105(25)/2017-R.IV
UNION PUBLIC SERVICE COMMISSION
Recruitment-IV SECTION

Name of the post	Three (03) of Assistant Director (Hindi Typewriting and Hindi Stenography) in the Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs	
Advertisement No.	24/2017	
Vacancy No.	17122402423	
Criteria adopted for short-listing	GENERAL (Unreserved)	EQ (A) + EQ(B)
	OBC	-
	SC	EQ (A) + EQ(B)
	ST	-
	PH	-
Modalities adopted	<p>i) Scrutiny has been done on the basis of the report generated by the computer system as per the information filled up by the candidates in their online application and the supporting documents uploaded along with the same.</p> <p>ii) Total experience of the candidate as claimed in the online application has been taken into consideration.</p> <p>iii) Candidates whose experience is not in the relevant field as per RRs are rejected under LEQ-B.</p> <p>iv) In respect of technical qualification, candidates who have submitted Diploma/Certificates of any Government Institution or Government recognized or registered Institute have been considered eligible, along with those who have submitted them from ITI or NCVT.</p> <p>v) Only candidates who have submitted Experience certificates for minimum 5 years experience, unambiguously indicating that the Nature of Duties involved Hindi Stenography and Hindi Typing has been considered eligible.</p> <p>vi) Only the Experience claimed in the On-line Recruitment Application (ORA) have been considered as experience for scrutiny and certificates attached without its reference in the Experience column of the ORA have not been considered.</p> <p>vii) Experience certificates are to be in prescribed proforma. However, wherever the applicants have not submitted experience certificates in prescribe proforma, their experience certificate have been considered on merit. But those who have mentioned any Annexure therein and did not submit the same have been rejected as 'Incomplete'.</p> <p>viii) Appointment letters, office orders, resignation letters, pay certificates, service certificates and the certificates</p>	

	<p>attested by the candidates themselves or self employment certificates have not been considered as proof of experience. Such candidates have also been considered as lacking relevant experience but rejected under 'Incomplete' category.</p> <p>ix) Experience Certificates without clearly specifying the nature of duties have not been considered and rejected as 'Incomplete'. Similarly, applicants who have claimed relevant experience but the EC attached in support of that is not for the entire duration claimed or do not support the claim made have been rejected. Only the time period of relevant experience, for which EC indicating the requisite/relevant experience have been considered.</p> <p>x) Applications wherein only one experience has been claimed & it is relevant, but EC is not up-to-date or no EC has been submitted and applications with more than one experience but up-to-date EC of the current job (which is also relevant) has not been submitted, have been considered subject to the submission of supporting documents called from them, provided the documents submitted being in order.</p> <p>xi) Some of the candidates can be rejected under more than one category. They have been rejected under the category considered as most appropriate.</p>		
<p>Roll Nos. of candidates shortlisted for Proficiency Test</p>	<p>01 02 04 06 09 14 17 19 21 24 25/26 27 28 29 30* 31 34* 38 39 42 44 49 51 52* 55 58 59 62 64 66 69 *Conditional (31 Candidates)</p>		
<p>Roll Nos. of candidates not short-listed</p>	<p>Incomplete Applications</p>	<p>No Experience Certificate (EC) attached/ Attached EC incomplete./ EC do not indicate nature of duties./ EC do not indicate dates unambiguously/ EC for the entire experience claimed in the ORA not submitted. Appointment/Resignation letter/ Posting order/ Service certificate / office orders/ pay certificates/ Self certificates by the candidates themselves/ self employment certificates etc not considered as EC</p>	<p>11 15 33 36 46 54 65</p>

		Documents called for not submitted	05 07 10 13 22 23 40 43 48 50 61 67 68
			(20 candidates)
	LEQ A(iii)	08 60	(02 Candidates)
	LEQ B	03 12 16 18 20 32 35 37 41 45 47 53 56 57 63	(15 Candidates)

Legends:

LEQ -A(iii): LACKING ESSENTIAL QUALIFICATION-A

LEQ-B: LACKING ESSENTIAL QUALIFICATION-B

BCA: BETTER CANDIDATES AVAILABLE

EQ A: (i) Bachelor's Degree from a recognised University with Hindi as one of the compulsory subject or with Hindi Medium.

OR

Bachelor's Degree from a recognised University with Hindi as one of the compulsory subject at 10+2 level.

(ii) Proficiency in Hindi Stenography with speed of 100w.p.m. in Hindi Shorthand and 40w.p.m. in Hindi Typewriting, corresponding to 12000 KDPH on average of 5 key depressions for each word.

(iii) One year Diploma or Certificate course in Hindi typewriting and Hindi Stenography conducted by Industrial Training Institute or other Institutions under the aegis of the National Council for Vocational Training (NCVT) or training imparted by the institute of State Governments or Union Territories.

EQ B: Five years' experience in Hindi Stenography including Hindi Typewriting.

Sd/-

Deputy Secretary (R-IV)