

**INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION (BHU)
VARANASI-221 005**

RECOMMENDATION OF SHORT-LISTING COMMITTEE

Name of Post: PERSONAL ASSISTANT

Post Code: 2005

Advertisement No.: 01/2022

- (i) Essential Qualification: A Bachelor Degree in any discipline from any recognized Institute / University.
- (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.
- (iii) Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.
- (iv) Knowledge of Computer Applications.
- (v) Two years' experience as Stenographer or equivalent in Central/State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institution having a turn Over of Rs. 200 Crores.

Desirable Qualification: Proficiency in English & good communication skills.

Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 Minutes English / 55 Minutes Hindi

Age Limit: 35 Years

Criteria for short-listing of the candidate: Essential Qualification, Experience and Desirable Qualification as Advertised

The Short-listing Committee provisionally recommends the following candidates to be called for Written Test/ Skill Test for the above post:

S.No.	Form No	Comment by Screening Committee
1.	CTEN1525	Shortlisted for Written Test/ Skill Test
2.	CTEN1745	Shortlisted for Written Test/ Skill Test
3.	CTEN18	Shortlisted for Written Test/ Skill Test
4.	CTEN2088	Shortlisted for Written Test/ Skill Test
5.	CTEN2152	Shortlisted for Written Test/ Skill Test
6.	CTEN3027	Shortlisted for Written Test/ Skill Test
7.	CTEN3142	Shortlisted for Written Test/ Skill Test
8.	CTEN3387	Shortlisted for Written Test/ Skill Test Subject to submission of Experience Certificate
9.	CTEN3403	Shortlisted for Written Test/ Skill Test
10.	CTEN82	Shortlisted for Written Test/ Skill Test
11.	CTEN906	Shortlisted for Written Test/ Skill Test
12.	CTEN951	Shortlisted for Written Test/ Skill Test

The following candidates do not fulfill the Essential Qualification, Experience and Desirable Qualification therefore not recommended for Written Test/ Skill Test:

S.No.	Form No	Reason for Rejection
1.	CTEN1220	Candidate is employed on outsource Basis
2.	CTEN1376	Hard Copy of application not received

3.	CTEN1432	No relevant Experience
4.	CTEN2221	Hard Copy of application not received
5.	CTEN2613	Experience less than 5 year
6.	CTEN2635	Hard Copy of application not received
7.	CTEN2791	Hard Copy of application not received
8.	CTEN2840	Hard Copy of application not received
9.	CTEN31	Hard Copy of application not received
10.	CTEN3124	No relevant Experience
11.	CTEN321	No relevant Experience
12.	CTEN3459	Hard Copy of application not received
13.	CTEN3546	No relevant Experience
14.	CTEN420	No relevant Experience
15.	CTEN560	Not having pay scale of Stenographer or its equivalent
16.	CTEN724	Hard Copy of application not received
17.	CTEN783	Hard Copy of application not received