

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

RECOMMENDATION OF SHORT-LISTING COMMITTEE

Name of Post: PRIVATE SECRETARY

Post Code: 2003

Advertisement No.: 01/2022

- (i) Essential Qualification: A Bachelor's Degree from a recognized University / Institute.
- (ii) At least 03 Years' Experience as Personal Assistant or 5 Years as Stenographer in Central/State Govt. Organizations / University/Research Institution or Central / State autonomous Institution / reputed private institutions having a turn Over Rs.200 Crores.
- (iii) English / Hindi Stenography speed: 120wpm in English or 100 wpm in Hindi.
- (iv) English/Hindi Type Speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.
- (v) Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @120 w.p.m. / 100 w.p.m.

Transcription: 50 Minutes (English) / 60 Minutes (Hindi)

Desirable Qualification: Proficiency in English & good communication skills.

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	Status
1	CTEN1789	Shortlisted for Written/Skill Test
2	CTEN2049	Shortlisted for Written/Skill Test
3	CTEN2761	Shortlisted for Written/Skill Test
4	CTEN3479	Shortlisted for Written/Skill Test
5	CTEN888	Shortlisted for Written/Skill Test
6	CTEN866	Shortlisted for Written/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	Status
1.	CTEN1371	Hard Copy of application not received
2.	CTEN1568	No relevant Experience in appropriate pay level
3.	CTEN1775	Hard Copy of application not received
4.	CTEN1915	Experience less than 5 year
5.	CTEN1921	Hard Copy of application not received
6.	CTEN2170	Hard Copy of application not received
7.	CTEN2866	No Experience Certificate
8.	CTEN3073	No relevant Experience
9.	CTEN3343	No relevant Experience
10.	CTEN401	Hard Copy of application not received
11.	CTEN714	No relevant Experience
12.	CTEN715	Hard Copy of application not received
13.	CTEN781	Hard Copy of application not received
14.	CTEN900	No relevant Experience in appropriate pay level