



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
16 MILE SHIMLA-MANDI NATIONAL HIGHWAY  
GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014  
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Website: <http://hpnlu.ac.in>

No.-HPNLU-A(7)-11(ADVT.)/2022/-2134

Dated: 24-03-2022

**ADVERTISEMENT NOTICE**

Applications are invited for filling up one post of Steno Typist, through Walk-in -Interview, with following qualification, typing and skill Tests scheduled to be held on 30-03-2022. Interested candidates are required to fill the Application Form, in the prescribed format and bring the hardcopy of completed application form along with required certificate/documents on the scheduled date and time. Candidates are required to report in person and submit application form along with prescribed application fee, during the prescribed time (9.00 am to 11.00 am) on 30-03-2022.

Sr. No.	Post	No. of Posts	Qualifications	Prescribed Reporting Time on the date for Skill Test	
1.	<b>Steno-Typist</b> <i>(Contract Basis, for one year)</i> <b>On regular pay scale Rs. 5910-20200+2000 GP</b>	01	<b>Minimum Essential Qualifications:</b> Should have passed Graduation from a recognized University. <b>Desirable Qualifications:</b> Skill test in Shorthand in language English and typewriting in both the languages at the time of initial recruitment with the following minimum qualifying speeds: <b>Speed in Shorthand and in typewriting</b> English- 60 WPM ( <b>Stenography</b> ) English-30 WPM ( <b>Typing</b> ) and Hindi- 25 WPM. <i>Provided that candidate should have the knowledge of word processing in computer as prescribed by the recruiting authority.</i>	9.00 am to 11.00 am	<b>Applicati on Fee Rs. 1000/-</b>

## **General Instructions**

1. The candidates must be a citizen of "India". All other conditions of minimum eligibility and services shall be governed by the relevant rules of the University.
2. The candidates have to produce original documents at the time reporting.
3. Incomplete applications/without relevant supporting enclosures/attachments will be out rightly rejected.
4. Application other than the prescribed form will not be entertained.
5. University reserves the right to fill up the post, not to fill up the post, increase/reduce number of post(s) or cancel the advertisement in whole or part without assigning any reason. The University will also reserve the right to place reasonable limit on the total number of candidates to be called for interviewed.
6. **Application fee is Rs. 1000/- payable by Demand Draft, in favour of Registrar, Himachal Pradesh National Law University, Shimla.**
7. Applicants reporting and submitting application form beyond prescribed time shall not be considered.
8. No TA/DA shall be admissible.

**Sd/-  
Registrar  
HPNLU, Shimla**