

जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया-सूचानी (बागला), जिला सांबा-181143 (जम्मू एवं कश्मीर)

Rahya-Suchani (Bagla), District Samba-181143 (J &K)

Sub: Scrutiny of forms for the post of **Private Secretary** – Recommendation of Scrutiny/ Shortlisting Committee – Reg.

Ref: Employment Notice No. 17 dated 22.09.2016.

The Scrutiny/Shortlisting Committee constituted for the purpose of scrutiny/shortlist of forms of candidates who have applied for the post of **Private Secretary** has revealed the observations which are as under:

Name of the Post: Private Secretary

S.No.	Name	Father Name	Category	Eligibility (Yes or No)	Remarks
1	Tarvinder Kour	Joginder Singh	Gen	No	Short of requisite experience certificate
2	Shilpa Saini	Lal Singh	Gen	Yes	
3	Ankush Sharma	Sudesh Sharma	Gen	No	Short of requisite experience
4	Maroof Ahmed	Abdul Karim	ST	No	Experience Certificate not enclosed
5	Rayaz Hussain	Barkat Hussain	PwD	No	Short of requisite experience certificate
6	Sunil Kumar	Devi Dass	Gen	No	i. Short of requisite experience ii. Bachelor Degree – Certificate not attached
7	Kanchan Angrola	O.P. Angrola	SC	No	Short of requisite experience
8	Sanjeev Kumar	Rachpal Singh	PwD	No	Short of requisite experience
9	Harsh Sharma	Raj Pal	Gen	No	Short of requisite experience
10	Tek Rajan	Daleep Kumar	Gen	No	Short of requisite experience
11	Shailendra Kumar Maurya	Kshetra Pal Singh	OBC	No	Short of requisite experience
12	Kulbhushan	Late Sh. Balwan Singh	Gen	No	Short of requisite experience
13	Preeti Devi	Romesh Chander	SC	No	Short of requisite experience

14	Varun Vaid	Balwinder Raj Vaid	Gen	No	Short of requisite experience
15	Jasvinder Kour	OM Parkash Singh	Gen	No	Short of requisite experience
16	Varun Bedi	Parbodh Raj Bedi	Gen	No	Short of requisite experience
17	Sachin Chib	Suresh Kumar	Gen	No	Short of requisite experience
18	Arti Puri	Ramesh Puri	Gen	No	Short of requisite experience
19	Mukesh Kumar Choudhary	Raj Kumar Choudhary	OBC	No	i. No Bachelor Degree ii. Short of requisite experience
20	Yuv Raj Raina	Prehlad Bhagat Raina	Gen	No	Short of requisite experience

Criteria followed:

PRIVATE SECRETARY (PB Rs. 9300-34800+ GP Rs.4600)

Age: Preferably below 35 years

Essential:

- i. Bachelor's Degree from a recognized University/ Institute.
- ii. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.
- iii. Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.
- iv. Knowledge of computer applications.
- v. Three years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.


- Note:**
1. Candidates belonging to SC/ST/OBC/PWD categories are required to submit the Caste category certificates as per Govt. of India formats at the time of interview, failing which their candidature may be rejected.
 2. In service candidates who have not forwarded their applications through proper channel are required to submit NOC at the time of interview failing which he/she shall not be interviewed.
 3. Candidates who have submitted advance copy of application form must ensure that their original application form duly endorsed must reach the office at least 10 days before the date of interview.

1. Candidates who are found conditionally eligible are called upon to submit their documents/ clarification within seven (07) days from the **date of uploading of recommendation (08.02.2017)** on the University website failing which their candidature will be rejected without any further queries/representations.
2. All the genuine queries/ observations of applicants will be entertained within a period of seven (07) days, from the **date of uploading of recommendation (08.02.2017)** on the University website.

Remarks: The criteria mentioned at (ii) & (iii) with regard to Stenography and Typing shall be considered by test.

Place: Samba

Date: 8th February, 2017


Deputy Registrar
 (Administration)