



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
(‘A++’ Grade, NAAC Accredited)

NOTIFICATION

The University is going to conduct a departmental Stenography test for 10 promotional posts of Junior Scale Stenographer, (Budgeted) (English-9 & Hindi-01) in the pay level of FPL-4 as per cadre Management of Stenographer cadre, on **30.11.2025 at 2:30 pm at University Institute of Engineering & Technology, KUK**. Therefore, all Steno-typists (at Annexure-X) working against Budgeted posts in this University are hereby directed to appear in the test as per date, time & venue mentioned above. Further, in addition to Stenography test, the Computer Appreciation and Application Test will also be conducted for those Steno-typists who will pass the Stenography test for promotion to the post of Junior Scale Stenographer.

Qualification for Promotion to the post of Junior Scale Stenographer:

- Two Years’ Experience as Steno-typist.
- Qualifies a Departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. OR in English at the speed of 100 w.p.m and transcription thereof at the speed of 20 w.p.m. (8 % mistakes are allowed in each).
- The candidate shall have to qualify the test in Computer Appreciation and Application test which will be based on word processing, spreadsheet Application, Internet Browsing and Email Management.

Instructions:-

- The duration of dictation will be allowed for three minutes, for stenography test in Hindi, 240 words will be dictated in three minutes which will be required to be transcribed by the concerned Steno-typist in 16 minutes. For Stenography in English, 300 words will be dictated in three minutes which will be required to be transcribed by the concerned Steno-typist in 15 minutes. However, before test, trial of 50 words in English and 40 words in Hindi will also be given.
- Employees appearing in the above test must fulfill the service requirements as per the departmental promotion rules.
- Reservation of posts will be as per Reservation Policy of State Government.
- Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
- Candidate must carry his identity card for appearing in the Exam.
- Mobile phones, smartwatches, or any electronic gadgets etc. are strictly prohibited in the examination hall and use of these means will lead to disqualification and disciplinary action.

Registrar

Endst No. EN-2/25/M-156/VOL-III/ 4868-4967 dated 17/10/25

A copy of the Notification is forwarded to the following for information and necessary action:-

- All Branch Officers/Head of Departments (where Budgeted Steno-typists are working) with the request to direct the employees for strict compliance.
- Director, IT Cell, K.U. Kurukshehra (with the request to upload the notification on KUK website.
- Finance Officer, K.U. Kurukshehra.
- OSD to Hon’ble Vice-Chancellor, K.U. Kurukshehra.
- Assistant Registrar, O/o the Registrar, K.U. Kurukshehra.
- All Steno-typists (list attached) working against budgeted posts in this University.

Assistant Registrar, Estt (NT)
for Registrar

17/10/25

Annexure- X (list of Steno-Typist Budgeted)				
1.	Ranbir (Hindi)	Gugan Ram	Budget	Secrecy Branch (COE-I)
2.	Yash Bala	Nand Kishor	Budget	Establishment (Teaching)
3.	Ashu	Charan Dass	Budget	Institute of Law
4.	Anuj Kumar	Mukesh Kumar	Budget	Director Youth & Cultural Affairs
5.	Krishan Kumar	Kalu Ram	Budget	Exam Lab (COE-II)
6.	Madhu Bala	Som Nath	Budget	O/o Chief Warden (Girls)
7.	Sushil Kumar	Rattan Singh	Budget	Dean, Research & Development
8.	Rakhi	Baldev Raj	Budget	CDOE
9.	Sandeep Aneja	K.L. Aneja	Budget	Botany Department
10.	Geeta Rani	Kishori Lal	Budget	Establishment T
11.	Rajesh Kumar	Shamsher Singh	Budget	Geography Department
12.	Ram Niwas	Net Ram	Budget	Dean, Faculty of Science
13.	Bansi Lal	Phool Chand	Budget	Exam (Certificate Section)
14.	Rajinder Kumar	Rishi Lal	Budget	Geo-Physics Department
15.	Nand Lal	Jagdish	Budget	Education Department
16.	Satish Kumar	Chattar Singh	Budget	Construction Branch
17.	Vajinder Kumar	Ram Parkash	Budget	Haryana Raj Bhawan Chd.
18.	Sudeep Kumar	Raj Kumar	Budget	Re-evaluation (COE-I)
19.	Ishwar Dayal	Ratti Ram	Budget	Punjabi Department
20.	Satpaul	Thandi Ram	Budget	Results-I (COE-II)
21.	Ajay Kumar	Jai Hind	Budget	COE-I (Office)
22.	Neha Devi	Surjeet Singh	Budget	Physics Department
23.	Devender Aneja	Lal Chand Aneja	Budget	C.O.E.-II (Office)
24.	Parteek Kumar	Surinder Lal	Budget	Confidential Cell to COE Exams
25.	Geeta	Krishan Lal	Budget	on deputation in MDU , Rohtak, as Steno Typist
26.	Saroj Bala	Yashpal	Budget	NAAC Office
27.	Gurpreet Singh	Charan Jeet Singh	Budget	Academic Branch
28.	Sangeeta Rani	Sarju Prasad	Budget	Chief Warden (Girls) (Office)
29.	Parteek	Veer Bahadur	Budget	Statistics & OR Department
30.	Sandeep Kumar	Dharambir	Budget	Result-III (COE-II)
31.	Bir Singh	Mam Chand	Budget	General Branch
32.	Sanjay Kumar	Sai Dass	Budget	Result-II (COE-II)
33.	Priti	Hansraj	Budget	IMC & MT
34.	Jasbir Singh	Gurnam Singh	Budget	JLN Library
35.	Naveen	Sanjay Kumar	Budget	CDOE
36.	Kirti Malik	Hari Ram Malik	Budget	On Deputation with office of DGHE , panchkulka
37.	Malti Rani	Ram Kumar	Budget	CDOE
38.	Amandeep Singh	Jai Chand	Budget	University School of Management
39.	Sahil Taneja	Gulshan Taneja	Budget	Legal Cell
40.	Kajal Panwar	Fateh Singh	Budget	IS & IS
41.	Asha	Bijender Singh	Budget	University Senior Sec. Model School
42.	Deepika	Ashwani Kumar	Budget	Chief Warden (Girls)
43.	Arun	Vinod Kumar	Budget	General Branch
44.	Kiran	Shri Bhagwan	Budget	Comp. Sci. & Application Department
45.	Anita Rani	Niranjan Singh	Budget	COE-II (Office)
46.	Sonam	Inderjeet Goswami	Budget	on deputation as Steno Typist in CBLU Bhlwani
47.	Harpreet Saini	Thakur Singh Saini	Budget	Ancient History Department