

<b>Sr. No.</b>	<b>Nomenclature of the post &amp; Pay Scale</b>	<b>Number of the post(s)</b>	<b>Qualification/ Experience</b>
1.	Reporter (English) Pay Matrix Level-7 with start of Rs.44900/-	Two	i) Graduate with a speed of 160 words per minute in English Shorthand and transcription thereof at the speed of 40 words per minute; ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education. iii) Knowledge of Computer.
2.	Reporter (Hindi) Pay Matrix Level-7 with start of Rs.44900/-	One (The selection will be subject to the right of an official working in other department, whose lien is still maintained in Haryana Vidhan Sabha)	i) Graduate with Hindi as one of the subject or with Honors in Hindi; ii) Speed of 140 words per minute in Hindi Shorthand and transcription thereof at the speed of 40 words per minute; iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education. iv) Knowledge of Computer.
3.	Junior Engineer (Electrical) Pay Matrix Level-6 with start of Rs.35400/-	One	i) Diploma Holder in Electrical Engineering; ii) Knowledge of operating sound equipment and repairing of electrical appliances; iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;
4.	Junior Scale Stenographer Pay Matrix Level-4 with start of Rs.25500/-	One	i) Graduate with a speed of 100 w.p.m. in English/Hindi Shorthand and 30 w.p.m. in English/ Hindi typewriting; ii) Preference will be given to those who know both English/ Hindi shorthand and Typewriting; iii) Knowledge of Hindi/Sanskrit upto Matric; iv) Knowledge of working on computer;
5.	Record Restorer Pay Matrix Level-2 with start of Rs.19900/-	One	i) Matric; ii) Knowledge of Hindi/Sanskrit upto Matric or higher education.
6.	Chowkidar Pay Matrix Level-DL with start of Rs.16900/-	Four	(i) Middle; (ii) Knowledge of Hindi and English.
7.	Frash Pay Matrix Level-DL with start of Rs.16900/-	One	i) Middle; ii) Knowledge of Hindi and English.

**Note: - (i) The candidate must ensure his eligibility for the post before applying.**

**(ii) The candidates already serving in any Govt. Department should apply through proper channel.**

**(iii) As regard the post of Reporter (Hindi) selection will be subject to the right of Reporter (Hindi) having lien in this Secretariat and appointed elsewhere.**

- (iv) Applications should be accompanied by self attested copies of the certificates etc. Incomplete applications will be rejected summarily and fee paid will not be refunded. Haryana Vidhan Sabha Secretariat will not be held responsible for any delay caused due to the Post and Telegraph Department.

**Details of Fee**

Sr. No.	Category of Post	General Male Female	Female (Haryana resident)	SC/BC/EWS/ Ex-Servicemen Candidates of Haryana State	Person with Disability
1	1 to 4	Rs.500/-	Rs.250/-	Rs.250/-	No Charges
2.	5 to 7	Rs.250/-	Rs.125/-	Rs.125/-	No Charges

1. The fee may be paid by way of DD in favour of Secretary, Haryana Vidhan Sabha, Chandigarh.
2. Fee once deposited against an application form is neither transferable nor refundable/adjustable.

**R.K. NANDAL,  
SECRETARY.**