

Appendix-A
(Advt. No. 03/2026)

1. Details of Posts & Qualification:-

Essential Qualification for all posts: -

i) Hindi or Sanskrit as one of the subject in Matric or Higher Education.

ii) Age : 18-42 years.

iii) Age relaxation as per instructions of Haryana Govt (for DSC/OSC/BC-A/BCB/ PWD/ ESM etc resident of Haryana, for detail please see Chapter 8 & Annexure-I of the Advertisement).

| Group 1 | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------------------|-----------|-----|-----|-----|-----|-----|-----|-----------|-----------|-----------|-----------|-----------|-------|-----|-----|-----|-----|
| Cat. No. | Name of Department | Name of Post | Pay Scale | Gen | DSC | OSC | BCA | BCB | EWS | ESM - Gen | ESM - DSC | ESM - OSC | ESM - BCA | ESM - BCB | Total | PWD | | | |
| | | | | | | | | | | | | | | | | V H | H H | O H | M D |
| 1. | Various Deptt./ Boards/ Corporation/ Commission etc. | Steno-Typist (Hindi) | FPL-2 | 76 | 20 | 17 | 28 | 16 | 20 | 16 | 2 | 1 | 4 | 8 | 208 | 1 | 0 | 2 | 2 |
| Note:- Category 1 includes Economic & Statistical Analysis, Employment, Excise & Taxation, Fisheries, Labour, Prosecution, Registrar Cooperative Societies, Skill Development and Industrial Training, Haryana, Welfare of SC & BC | | | | | | | | | | | | | | | | | | | |
| Cat. No. | Essential Education Qualification for the posts of Cat. No. 1 | | | | | | | | | | | | | | | | | | |
| 1. | i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%) | | | | | | | | | | | | | | | | | | |
| Group 2 | | | | | | | | | | | | | | | | | | | |
| Cat. No. | Name of Department | Name of Post | Pay Scale | Gen | DSC | OSC | BCA | BCB | EWS | ESM - Gen | ESM - DSC | ESM - OSC | ESM - BCA | ESM - BCB | Total | PWD | | | |
| | | | | | | | | | | | | | | | | V H | H H | O H | M D |
| 2. | (i)Various Deptt./ Boards/ Corporation/ Commission etc. | Steno Typist (English) | FPL-2 | 215 | 48 | 36 | 56 | 33 | 42 | 24 | 7 | 3 | 12 | 10 | 486 | 3 | 3 | 8 | 4 |
| | (ii) Haryana Dairy Development Cooperative Federation | Executive Assistant (Steno) | FPL-6 | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 |
| 3. | (i)Various Deptt./ Boards/ Corporation/ Commission etc. | Junior Scale Stenographer (English) | FPL-4 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 1 | 0 | 0 |
| | (ii) HSIIDC | Stenographer GR. (English) | FPL-4 | 29 | 6 | 6 | 9 | 5 | 7 | 3 | 1 | 1 | 2 | 2 | 71 | 1 | 1 | 0 | 0 |
| | (iii) Haryana Seeds Development Corporation Limited | Junior Scale Stenographer (English) | FPL-4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 4. | Various Deptt./ Boards/ Corporation/ Commission etc. | Senior Scale Stenographer (English) | FPL - 6 | 20 | 5 | 4 | 7 | 3 | 6 | 5 | 1 | 0 | 1 | 2 | 54 | 0 | 0 | 0 | 0 |

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| Note Category No. 2 includes Administrator General & Official Trustee and Treasurer Charitable Endowments, Haryana., Agriculture, Architecture, Chief Electrical Inspector, Civil Aviation Department, Economic & Statistical Analysis, Food & Drugs (Admn.), Food & Supplies, Haryana Dairy Development Cooperative Federation, Haryana State Warehousing Corporation, Health, Irrigation & Water Resources, Kurukshetra Development Board, Labour, Local Audit, Public Health Engineering, PWD (B&R), Rural Development, Department, Secondary Education, Skill Development and Industrial Training, Haryana, Sports & Youth Affairs, Transport Department (Regulatory Wing), Urban Local Bodies, Women & Child Development. | | | | | | | | | | | | | | | | | | | |
| Category No. 3 includes Haryana Seeds Development Corporation Limited, Hospitality Organisation Haryana, Local Audit, Skill Development and Industrial Training, Haryana, Haryana State Industrial and Infrastructure Development Corporations Ltd | | | | | | | | | | | | | | | | | | | |
| Category No. 4 includes Excise & Taxation, Irrigation and water resources, Prosecution, Secondary Education | | | | | | | | | | | | | | | | | | | |
| Cat . No. | Essential Education Qualification for the posts of Cat. No. 2 to 4 | | | | | | | | | | | | | | | | | | |
| 2 | i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university.English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% | | | | | | | | | | | | | | | | | | |
| | (ii) Graduate. Marks 60% or above with 1 year experience with minimum typing speed in English of 35 words per minute on Computer and Shorthand speed 80 words per minute or typing speed in Hindi 30 words per minute on Computer and Shorthand 64 words per minute. | | | | | | | | | | | | | | | | | | |
| 3. | (i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.) | | | | | | | | | | | | | | | | | | |
| | (ii) Graduate (IInd Division) with English Shorthand/Typewriting speed at 100/40 w.p.m. respectively with 5 yrs. relevant experience. | | | | | | | | | | | | | | | | | | |
| | (iii) Graduate from a recognized University. ii) Should have passed a competitive test held by the Corporation at the time of recruitment at a minimum speed of 100 WPM in shorthand and 40 WPM in type-writing. iii)Minimum 2 yrs. Experience as Steno-typist. | | | | | | | | | | | | | | | | | | |
| 4. | i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.) | | | | | | | | | | | | | | | | | | |
| Group 3 | | | | | | | | | | | | | | | | | | | |
| Cat. No. | Name of Departm ent | Name of Post | Pay Scal e | Gen | DSC | OSC | BCA | BCB | EWS | ESM - Gen | ESM - DSC | ESM - OSC | ESM - BCA | ESM - BCB | Total | PWD | | | |
| | | | | | | | | | | | | | | | | V H | H H | O H | M D |
| 5. | Various Deptt./ Boards/ Corporation/ Commission etc. | Steno Typist (Both) | FPL-2 | 273 | 80 | 46 | 93 | 61 | 63 | 49 | 5 | 3 | 13 | 10 | 696 | 9 | 3 | 10 | 2 |
| 6. | Various Deptt./ Boards/ Corporation/ Commission etc. | Junior Scale Stenographer (Both) | FPL-4 | 70 | 19 | 11 | 25 | 12 | 18 | 11 | 1 | 0 | 3 | 3 | 173 | 4 | 1 | 1 | 0 |
| 7. | Various Deptt./ Boards/ Corporation/ Commission etc. | Senior Scale Stenographer (Both) | FPL-6 | 27 | 7 | 3 | 5 | 3 | 9 | 1 | 1 | 0 | 1 | 2 | 59 | 0 | 0 | 1 | 0 |
| Note Category No. 5 includes Advocate General, Agriculture, Chief Electoral Officer, Chief Secretary to Government Haryana, Development and Panchayats, DG Police, Directorate of Medical Education and Research, Haryana, DPR, Directorate of micro, Small and Medium Enterprisees (MSME), ESI health care, Excise & Taxation, Electronic and Information Technology, Food Supplies, Forest, HAFED, Haryana State Cooperative Labour& Construction Federation Ltd. (L/C Federation), Haryana Tourism Corporation Limited, Haryana Power Generation Corporation Ltd. Haryana Shehri Vikas Pradhikaran, Haryana State Agriculture Marketing Board, Haryana State Federation of Coop. Sugar Mills Ltd., Haryana State Pollution Control Board, Health, Irrigation & Water Resources, Mines & Geology, New and Renewable Energy Department, New and Renewable Energy Department, Police Housing Corporation, Revenue & Disaster Management, state transport, Town & Country Planning, Treasury & Account, Department, Urban Estate | | | | | | | | | | | | | | | | | | | |
| Category No. 6 includes Archives Department, Chief Electoral Officer, Civil Aviation Department, Dakshin Haryana Bijli Vitran Nigam (DHBVN), DG Police, Directorate of Micro,Small and Medium Enterprises (MSME), DPR, Food & Supplies, Haryana Power Generation Corporation Ltd, Haryana Shehri Vikas Pradhikaran, Haryana State Federation of Coop. Sugar Mills Ltd., Haryana State Pollution Control Board, Irrigation & Water Resources, Registrar Cooperative Societies, Revenue & Disaster Management, Secondary Education, Town & Country Planning, Women & Child development. | | | | | | | | | | | | | | | | | | | |
| Category No. 7 includes Advocate General, Chief Electoral Officer, Dg Police, Directorate of Micro, Small and Medium Enterprises (MSME), Enviornment Depatment, Excise & Taxation, Forest, Haryana shehri vikas pradhikarn, Haryana State Agriculture Marketing Board, New and Renewable Energy Department, Registrar Cooperative Societies, Revenue & Disaster Management, Urban Local Bodies | | | | | | | | | | | | | | | | | | | |
| Cat . No. | Essential Education Qualification for the posts of Cat. No. 5 to 7 | | | | | | | | | | | | | | | | | | |
| 5 | i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%) | | | | | | | | | | | | | | | | | | |
| | 6 | | | | | | | | | | | | | | | | | | |
| 6 | i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8% | | | | | | | | | | | | | | | | | | |

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| | Note:- For Haryana Pollution Control Board ,mistakes should not exceed 4% |
| 7 | i)10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4% |