

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

20th October 2006

No. 81 /REG-4 In exercise of power conferred under clause- C, Section-79 of the Electricity (Supply) Act-1948 read with Haryana Electricity Reforms Act-1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam is pleased to make the following amendments/ additions/deletions in the Recruitment & Promotion Policy of Stenographers notified vide Notification No.24/REG-4SE/Admn. dated 19.01.2004 read with No.49/REG-4 dated 12.01.06:-

1.0 STENO TYPIST:

The posts will be filled up by direct recruitment from amongst the candidates who passes the following qualification.

1. 10+2/10+2 (Vocational) with at least 50% marks or equivalent and above (for ex-serviceman 10+2 only) or graduate from any Board/University recognized by the government of Haryana with working knowledge of computer covering the following topics.
 - a) Computer Fundamentals.
 - a) Operation of Internet/E-mail.
 - b) M.S. Office (MS Word. Excel and Power Point
2.
 - a) Shorthand test in English at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. The passage shall contain 240 words. Time for transcription 10 minutes and duration of piece shall be 3 minutes.
 - b) Shorthand test in Hindi at the speed of 64 w.p.m. and transcription thereof at the speed of 11 w.p.m. The passage shall contain 192 words. Time for transcription 17 ½ minutes and duration of piece shall be 3 minutes.
 - c) 8% mistakes in English/Hindi shorthand transcription are allowed.
3. Must have passed Hindi/ Sanskrit up to Matric standard.

2.0 Jr. SCALE STENOGRAPHER:-

50% posts will be filled up by direct recruitment from amongst the candidates who passes the following qualification.

1. Graduate with at least 50% marks from any university recognized by the Govt. of Haryana with the working knowledge of the computer covering the following topics.
 - a. Computer Fundamentals.
 - b. Operation of Internet/E-mail.
 - c. M.S. Office (MS Word. Excel and Power Point).

2. a) Shorthand test in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. The passage shall contain 300 words. Time for transcription 15 minutes and duration of piece shall be 3 minutes.
 - b) Shorthand test in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. The passage shall contain 240 words. Time for transcription 16 minutes and duration of piece shall be 3 minutes.
 - c) 8% mistakes in English/Hindi shorthand transcription are allowed.
3. Must have passed Hindi/Sanskrit up to Matric standard.

The above Notification supersedes all the previous orders/instructions issued by the erstwhile HSEB/Nigam regarding qualifications for appointment of Steno Typist & Junior Scale Stenographer from time to time.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in their meeting held on 03.10.2006.

**S.E.(Administration)
DHBVN, Hisar**

Endst. No.Ch.77/REG-4

Dated: 20.10.2006

A copy of the above is forwarded to the following for information:-

1. All GMs/C.Es in DHBVN.
2. S.E.(Administration), HVPN/UHBVN, Panchkula
3. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVN, Hisar.
4. All S.Es in DHBVN.
5. Company Secretary, DHBVN, Hisar.
6. All Sr. Accountants Officers in DHBVN.
7. All Xens./Dy. Secy.(T&M)/Estate Officer-cum-Xen.Civil, under DHBVN.
8. All Administrative Officers and Under Secretaries in DHBVN.
9. All Sectional Heads in SE/Admn. DHBVN, Hisar.

**Under Secretary/Gen.
DHBVN, Hisar**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVN, Hisar
3. Sr. P.S. to Director (OP), DHBVN, Hisar
4. PS to Director (Projects), DHBVN, Hisar
5. PA to GM/HR & Admn. DHBVN, Hisar
6. PA to S.E.(Administration), DHBVN, Hisar

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

NOTIFICATION

12th January 2006

No.49/Reg-4 In exercise, of Power conferred under clause- C, Section-79 of the Electricity (Supply) Act-1948 read with Haryana Electricity Reforms Act-1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam Ltd. is pleased to make the following amendments/additions/deletions in the Recruitment & Promotion Policy of Stenographers notified vide Notification No.24/REG/4/SE/ Admn. dated 19.01.2004:-

1.0 STENO TYPIST:

The posts shall be filled up to by direct recruitment from amongst the candidates who possess the following qualifications:-

1.
 - i) 10+2/ 10+2(Vocational) 2nd Division or equivalent and above (for Ex-serviceman 10+2 only).
 - ii) The candidates should have undertaken at least one year Diploma Course in Computer from any Institution recognized by the State Govt.
2.
 - a. Shorthand test in English, to be conducted by the Department is required to be cleared for appointment at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 10 minutes and duration of piece shall be 3 minutes.
 - b. Shorthand test in Hindi is required to be cleared at the speed of 64 WPM and transcription thereof at the speed of 11 WPM. The passage shall contain 192 words. Time for transcription 17½ minutes and duration of piece shall be 3 minutes.
 - c. 8% mistakes in English/Hindi are allowed.
 - d. Data Punching speed of 8000 keys depressions per hour on Computer.
3. Passed Hindi upto Matric or equivalent standard.

2.0 Jr. SCALE STENOGRAPHER:-

50% posts shall be filled up by direct recruitment from amongst the candidates having the following qualifications:-

1.
 - a. Graduation with at least 50% marks from any University recognized by the Govt. of Haryana and passed Hindi upto Matric or equivalent standard, after qualifying the test as prescribed in this regulation.
 - b. The candidates should have undertaken at least one year Diploma Course in Computer from any Institution recognized by the State Govt.
2.
 - a. The direct recruitees shall have to qualify the Shorthand, Type test both in English, Hindi before their appointment in the Nigam.
 - b. Data Punching speed of 8000 keys depressions per hour on Computer.

The above Notification supersedes all the previous orders/ instructions issued by the erstwhile HSEB/Nigam regarding qualifications for appointment of Steno Typist & Junior Scale Stenographer from time to time.

This issues in pursuance of the decision taken by the Board of Directors of DHBVNL in their meeting held on 28.12.2005.

**S.E.(Administration)
DHBVNL, Hisar**

Endst. No. 14/Reg-4

Dated:12.01.2006

A copy of the above is forwarded to the following for information:-

10. All GMs/C.Es in DHBVNL.
11. The CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar.
12. All S.Es in DHBVNL.
13. The Company Secretary, DHBVNL, Hisar.
14. All Sr. Accountants Officers in DHBVNL.
15. All Xens./Dy. Secy.(T&M)/Estate Officer-cum-Xen.Civil, under DHBVNL.
16. All Administrative Officers and Under Secretaries in DHBVNL.
17. All Sectional Heads in SE/Admn. DHBVNL, Hisar.

**Under Secretary/Gen.
DHBVNL, Hisar**

CC to:-

7. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
 8. Sr. P.S. to Managing Director, DHBVNL, Hisar
 9. Sr. P.S. to Director (OP), DHBVNL, Hisar
 10. PS to Director (Projects), DHBVNL, Hisar
 11. PA to GM/HR & Admn. DHBVNL, Hisar
- PA to S.E.(Administration), DHBVNL, His