



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

Ref. No. SLIET/Admn./DPC/A2/2023/ 3758-61

Dated 14/9/2023

Notification

Subject : Filling Up of Vacancies of Junior Scale Stenographer/Data Entry Operators From Departmental Candidates - Skill Test –regarding.

This has reference of Notification Nos. SLIET/Admn./DPC/A2/2023/801-803 dated 08.05.2023 and SLIET/Admn./DPC/A2/ 2023/749-51 dated 04.05.2023, respectively, regarding DPC for the posts of "Junior Scale Stenographer" and "Data Entry Operator (DEO)".

This is for the information of all the stakeholders that a meeting of DPC is to be held on 25.09.2023 (Monday) for making the recommendations for promotion to the post of JSS/DEO [Pay Level -04 (Rs. 5200-20200 + Grade Pay : Rs. 2400/-)]. As per Recruitment Rules, LDCs and Telephone Operator are eligible for promotion to the post of JSS and for the promotion to the post of DEO, only LDCs are eligible subject to possessing of below mentioned qualification and passing the skill test:-

For JSS:- 12th standard pass, skill test norms: Dictation 10 minutes @ 80 wpm, Transcription - 65 minutes English , 75 minutes Hindi (on Manual Typewriter) or 50 minutes English and 65 minutes Hindi on Computer.

For DEOs: - LDCs, who clear computer test of certificate level and who have 8 years regular service in GP of Rs. 1900/-, consisting of MS-Word for 45 minutes, MS-Excel for 30 minutes and preparation of 5-6 slides in M.S. Power Point within 30 minutes.

The schedule of Skill test for above said posts is as under:

Name of Post	Date of Skill test	Venue
Data Entry Operator	22.09.2023 (Friday) at 11:00 A.M.	Will be notified later on
Junior Scale Stenographer	22.09.2023 (Friday) at 3:00 P.M.	

LDCs / Telephone Operator, who wish to be considered and who possess the above qualification are advised to give their consent in the enclosed format, latest by 4:00 P.M. on 19.09.2023 to Deputy Registrar (Admn.). It may be noted that those who do not opt to appear in the skill test, will not be considered by the DPC, for their promotion to the post of JSS/DEO.


REGISTRAR

Copy to:-

1. Director's Cell for kind information, please (via email).
2. All Deans/HoDs/Section In-charges (via email) for circulation among the LDC/Telephone Operator working in their departments/section, please.
3. FI, ACSS – with a request to get it uploaded on the Institute website for information of all the concerned.
4. All LDC/Telephone Operator in the span of consideration

PROFORMA (FORMAT)

(Consent for appearing in Skill test for promotion to the post of JSS)

- 1 Name & Designation : _____
- 2 Date of appointment to the :
post of LDC/ Telephone _____
Operator
- 3 Department/Section : _____

1. I certify that I have passed the 12th standard from a recognized Board/ University and possess the stenographic skills to pass the skill test.
2. I would appear for Skill Test to the post of JSS, on the date, time and place fixed by the Institute to assess my suitability for the said post.
3. I give my consent to appear for the skill test, as prescribed in the existing Cadre Restructuring Rules approved in 12th and 13th Meetings of Board of Management, SLIET, Longowal.

(Signature of the Candidate)

Name: _____

Date: _____

HOD/Section In-charge

D.R (Admn.)

PROFORMA (FORMAT)

(Consent for appearing in Skill test for promotion to the post of DEO)

- 1 Name & Designation : _____
- 2 Date of appointment to the :
post of LDC/ Telephone _____
Operator
- 3 Department/Section : _____

1. I have completed 08 years regular service in the Grade Pay of Rs. 1900/- and possess the skill to clear the computer test of Certificate level.
2. I would appear for Skill Test to the post of DEO, on the date, time and place fixed by the Institute to assess my suitability for the said post.
3. I give my consent to appear for the skill test, as prescribed in the existing Cadre Restructuring Rules approved in 12th and 13th Meetings of Board of Management, SLIET, Longowal.

(Signature of the Candidate)

Name: _____

Date: _____

HOD/Section In-charge

D.R (Admn.)