



## हरियाणा केन्द्रीय विश्वविद्यालय

नैक द्वारा 'ए' ग्रेड मान्यता प्राप्त विश्वविद्यालय  
महेंद्रगढ़ (हरियाणा)-123031

### रोजगार सूचना

विज्ञापन सं. 01/NT/C/2026

दिनांक : 16.04.2026

संविदा आधार पर विभिन्न गैर शैक्षणिक पदों पर नियुक्ति के लिए भारतीय नागरिकों (जिनमें भारत के प्रवासी नागरिक भी शामिल हैं) से ऑनलाइन आवेदन आमंत्रित किए जाते हैं। ऑनलाइन आवेदन पत्र और अन्य विस्तृत विवरण विश्वविद्यालय की वेबसाइट [www.cuh.ac.in](http://www.cuh.ac.in) पर उपलब्ध हैं। इस संबंध में किसी भी प्रकार की अन्य जानकारी केवल विश्वविद्यालय की वेबसाइट पर अपलोड की जाएगी। ऑनलाइन आवेदन करने की अंतिम तिथि 15.05.2026 है।

*Skumar*

कुलसचिव



## CENTRAL UNIVERSITY OF HARYANA

NAAC Accredited 'A' Grade University  
Mahendergarh (Haryana)-123031

### EMPLOYMENT NOTICE

Advt.No.: 01/NT/C/2026

Date: 16.04.2026

Online applications are invited from the Indian Nationals including overseas citizens of India for appointment of various Non-Teaching Post on contractual basis. Online Application Form and other related details are available on the University's Website [www.cuh.ac.in](http://www.cuh.ac.in). Any further information in this regard shall be uploaded on the University's website only. The last date for submission of online application is 15.05.2026.

*Skumar*

Registrar



# हरियाणा केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)  
(Established vide Act No. 25 (2009) of Parliament)  
जिला-महेन्द्रगढ (हरियाणा) . 123 031  
District - Mahendergarh (Haryana) – 123 031

Advt. No. 01/NT/C/2026

Date: 16.04.2026

**Last date for submission of application: 15.05.2026**

Online applications are invited on the prescribed format, from the Indian Nationals including overseas citizens of India for appointment to the below mention post on contractual basis. The last date for submission of the online applications, is 15.05.2026

S. No.	Name of Post	No. of posts	Salary	Eligibility & Age limit
01	Public Relation Officer	01 UR	56,100/-+ DA (As per Govt. of India Norms)	<b>Essential:</b> I. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Journalism and Mass Communication from recognized University/Institute.  OR Master's degree in any discipline with 55% marks and PG Diploma in Journalism and Mass Communication from recognized University/Institute.  AND II. Five years' experience in the editorial Department/ Centre of any established English/Hindi Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English and Hindi. <b>Age Limit: 40 Years</b>
02	Private Secretary	01 UR	44,900/-+ DA (As per Govt. of India Norms)	<b>Essential:</b> I. Bachelor's degree from a recognized University/Institute. II. At least 02 years' experience as Personal Assistant or 5-years' experience as Stenographer and above in a university /research establishment/ Central/ State Govt./ PSU and other autonomous bodies. III. English/Hindi Stenography speed: 120wpmEnglish/100 Wpm-Hindi. Type-writing speed: 40 wpm in English or 35 wpm in Hindi on Computer. IV. Knowledge of computer applications. <b>Desirable:</b> Proficiency in English & good communication skills. <b>Age Limit: 35 years</b>

03	Personal Assistant	01 UR	35,400+ DA (As per Govt. of India Norms)	<p><b>Essential:</b></p> <p>I. Bachelor's Degree from a recognized University/ Institute;</p> <p>II. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.;</p> <p>III. Proficiency in Typing in English-40 wpm in English or Hindi-35 wpm in Hindi on computer;</p> <p>IV. Knowledge of computer applications;</p> <p>V. At least two years' experience as Jr. Stenographer/ Stenographer in Central/ State Governments, University/ Research institution or Autonomous organization.</p> <p><b>Desirable:</b> Good knowledge of computer applications.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes (English) 55 minutes (Hindi)</p> <p><b>Age Limit:</b> 35 years</p>
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**GENERAL INSTRUCTION & ESSENTIAL INFORMATION:**

1. Relaxation in age and all other terms & conditions shall be applicable as per the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules 2018, which is available on the website of the University.
2. The University reserves the right to withdraw the advertisement and not to fill any or all the posts, without assigning any reason.
3. Applicant who is already in service shall submit his/her application through proper channel. However, he/she may send an advance copy of his application and should submit a "No Objection Certificate" from the employer.
4. No TA/DA will be paid for attending the written test, whenever is applicable.

5. The details of application fee are as under:

Categories	Group A	Group B
General/OBC/EWS	Rs. 1500/-	Rs. 800/-
Women/SC/ST/PWD	Nil	Nil

6. Before applying for a post, applicants are advised to satisfy themselves about their eligibility. No enquiry in this regard shall be entertained.
7. All correspondence from the University including written test letter, if any shall be sent only to the e-mail address provided by the applicant in the application form.
8. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be restricted to Punjab & Haryana High Court, Chandigarh.
9. Applicants shall have to produce original certificates relating to his/her age, qualifications, experience, caste, etc., at the time of appearing in Test.
10. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the applicant which may lead to cancellation of his appointment.

11. Canvassing in any form may lead to cancellation of candidature of the applicant.
12. Incomplete application will be out-rightly rejected. Experience, age and qualification will be reckoned as on the closing date of advertisement.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
14. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
15. The selection committee may decide its own method of evaluating the performance of the applicants in interview, whenever applicable.
16. Any corrigendum, shall be posted on the University's website [www.cuh.ac.in](http://www.cuh.ac.in) only.
17. Applicants are advised to visit the University's website frequently for any update.

*S. Kumar*  
16/04/2026  
Registrar  
*S/Ch* *GS*