



GURU NANAK GIRLS COLLEGE

SANTPURA, YAMUNA NAGAR (HARYANA)

(Affiliated to Kurukshetra University, Kurukshetra)

Ph. No. 01732-224372, 92541-22021 Website: www.gngcollegeynr.com.
Accredited Grade 'A' by NAAC ♦ E-mail: gngcollegeynr@gmail.com
(SIKH MINORITY INSTITUTION) ♦ (Govt-aided College)

Invites application for under mentioned permanent sanctioned posts:

Steno Typist-01

Qualifications:— 1. Matric or equivalent from recognized University/Board

2. Knowledge of Hindi upto Matric Level

3. Shorthand speed 64 words per minute and Typing speed 11 words per minute in Hindi or shorthand speed 80 words per minute and Typing speed 15 words per minute in English and as per Govt./Affiliating University norms revised from time to time.

Salary: Pay Scale 19900-63200 as per Haryana State Govt. 7th Pay Commission notification

Peon-01

Qualification: Middle Pass & Knowledge of Hindi upto Middle standard

Salary: Pay Scale 16900-53500 as per Haryana State Govt. 7th Pay Commission notification

Candidates having knowledge of Sikh religion, heritage and value system will be given weight age/preference.

Age: Not less than 18 years and more than 42 years of age on last date of submission of application for General Category and 5 years relaxation in upper age limit for SC/ST for all states & BC for Haryana.

How to Apply: Application must be submitted online within 21 days through the link available on the College website. No separate offline application form is available.

Opening date of Portal: 08.03.2026

Closing date of Portal: 28.03.2026

Application fee Rs. 1000/- (General) and Rs.250/- (SC/ST/BC)

Payment through online mode only

After submitting the online application, send a printed copy of the filled form along with self-attested documents on or before last date to:

1. The Director General, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula

2. The Dean of Colleges, Kurukshetra University, Kurukshetra

3. The Principal, Guru Nanak Girls College, Santpura, Yamuna Nagar

Note: If the number of applicants is more than Fifty (50) per post then written examination will be held to shortlist candidates before interview.

GENERAL SECRETARY

Job Application Guidelines

Advertisement Date 08.03.2026

1. The last date for receipt of applications is 28.03.2026 up to 4:00 PM.
2. Applicants must ensure that their contact details (mobile number and email ID) remain active throughout the recruitment process. The college will not be responsible for any communication failure due to incorrect details.
3. While filling out the online application form, applicants must upload all required documents in a single, neat, and clearly readable PDF file.
4. Self-attested copies of all certificates/testimonials must be attached.
 - The maximum file size of the PDF should not exceed 1 MB.
5. Original documents must be produced at the time of interview.
6. After successful submission, applicants must:
 - Take a printout of the filled application form (PDF), and
 - Send it along with self-attested copies of all required documents, on or before the due date, to:
 1. The Director General, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
 2. The Dean of Colleges, Kurukshetra University, Kurukshetra
 3. The Principal, Guru Nanak Girls College, Santpura, Yamuna Nagar
7. Applications received after the due date or found incomplete in any respect shall not be considered.
8. No TA/DA shall be paid for attending the interview or for any stage of the recruitment process.
9. If an online payment for an application form fails, the application is generally placed "On Hold". Applicant is responsible for the confirmation of payment before the interview.
10. In case of any difficulty, applicants may contact during working hours at:
Email: gngcollegeynr@gmail.com
Contact :- 92541-22021

