SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

SVSU

No. SVSU/Rectt./2026/NT/C&D/Advt.25-31/3627 Dated : 12.11.2026

CORRIGENDUM/NOTICE

Sub: Advertisement for the different Non-teaching posts (Advt. No. SVSU/2026/Estt./NT/C&D/25-31 dated 03.11.2026.

1. In continuation of the above said advertisements, it is clarified that :-

i) The written test for the post of Steno-typist (English and Hindi) will be of 40 marks instead of 50 marks as mentioned in the criteria attached with the advertisement. The Skill test of stenography will be of 60 marks and mandatory to qualify. The candidates who qualify the written test will be allowed to appear in the skill test of stenography.

ii) The syllabus for all the advertised posts including the post of Steno-typists will be uploaded on University website in due course. **There will be negative marking of 0.25 for each incorrect answer in the written test.**

iii) The schedule for written test will be notified in due course. All the applicants, who intends to apply, are advised to keep visiting University website regularly for updates, if any.

iv) The speed of stenography test for the candidates of Hindi will be the same as prescribed for the candidates of Steno-typist (English) i.e. 80 wpm and transcription thereof at the speed of 20 wpm instead of speed of 64 wpm and transcription at a speed of 11 wpm as mentioned inadvertently in the eligibility conditions.

v) All applicants for the post of Steno-typist -English and Hindi will have to qualify the test of stenography in English at the speed of 80 wpm and transcription thereof at the speed of 20 wpm only on computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

vi) **First Stage**: A paragraph in English/Hindi of 240 words will be dictated in 03 minutes. Applicants will have to listen the words carefully and need to write the speech in fast way, using the technique called "**Shorthand**". The text that applicant write from listening is to be used second stage of test.

vii) **Second Stage**: In second stage of the test, applicant will need to type the text that he/she has written within 12 minutes on computer only. Admissible mistakes are 8% i.e. 19 words.

viii) **Marking Scheme**: Every mistake accounts for deduction of 1.5 marks. It means that in case of 19 mistakes, marks deducted are 1.5x19=28.5. So, in a test of 240 words, if five mistakes are there, then marks obtained will be 60-7.5 (1.5x5) =52.5.

ix) As mentioned earlier also, this test is mandatory to be qualified separately. The candidates, who qualify this skill test, shall be eligible for consideration for checking the eligibility and documents verification and to be considered for final merit list to be drawn based on aggregate marks obtained by the respective applicants on written test and skill test.

x) If no suitable/eligible candidate found for the post of Steno-typist (Hindi), the post will be filled from Steno-typist (English).

2. Further, the clause No. 29 of the above said advertisements regarding experience certificate is amended (for the candidates' who are having experience of private institution as under):

"Experience Certificate should be issued by Competent Authority of the concerned Department/Commission/Board/Corporation etc. In experience certificate designation, salary details, date of joining, period of service and date of issuing should be mentioned clearly. Joining letter/Certificate issued by service provider (private agency) shall not be considered."

Sd/
Registrar

Copy to:

1. Incharge, IT Cell, SVSU, Palwal to upload the corrigendum/notice on University Website.
2. Advisor to HVC (for kind information of Hon'ble Vice Chancellor), SVSU, Palwal.
3. PA to Registrar (for kind information of Worthy Registrar), SVSU, Palwal.