



SPORTS UNIVERSITY OF HARYANA, RAI SONIPAT

(A state University established under the Legislative Act 21 of 2022)

Advt. No. SUOH/Deputation/2026/002

Dated 11.06.2026

NOTIFICATION FOR CIRCULATION- ON ROLLING BASIS

Sub: - Inviting applications on rolling basis for filling up of non-teaching posts on deputation basis.

The Sports University of Haryana invites applications from eligible and interested candidates serving on a REGULAR BASIS in Government Universities, PSUs, and Government/Semi-Government Offices under the Government of Haryana, other State Governments, or the Central Government, for consideration against the posts to be filled on deputation basis, subject to fulfillment of the prescribed eligibility criteria. The period of deputation shall initially be for **one year or till a regular appointment is made, whichever is earlier**. Interested candidates who fulfil the prescribed eligibility conditions and are willing to join on deputation basis may apply through the proper channel in the prescribed application form available on the website of [Sports University of Haryana](https://www.sportsuniversityofharyana.org/).

The application must be accompanied by a **No Objection Certificate (NOC)** issued by the parent Department/University, certifying that **no vigilance case, disciplinary proceedings, or contemplated D&AR proceedings are pending against the applicant as on the date of application**. Applications received without the requisite NOC from the concerned employer shall not be considered and are liable to be rejected.

*The application forms duly signed and filled on **prescribed application form only** and completed in all respect along with No Objection Certificate from present employer must reach to the office of the **Registrar, Sports University of Haryana, 20th Mile Stone (Biswa-Mile) Rai, Sonipat-131029, Haryana**. **Applications will be received throughout the academic year 2026-27 as there is no specific last date as the applications are invited on rolling basis**. The application form is also attached herewith.*

The terms and conditions of the appointment on deputation will be applicable as issued by the University from time to time. The details are given herewith: -



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Sr. No.	Name of Post	No. of Posts	Scale	Eligibility Criteria
1.	Superintendent	01	(FPL-7)	Holding analogous post (FPL-7) on regular basis or having 05 years' regular experience as Assistant (FPL-6) in Govt. Dept./Universities. OR 1. A Bachelor's Degree. 2. 10 years' experience in a University/ Examining Body
2.	Personal Secretary	01	(FPL-6)	Holding analogous post (FPL-6) on regular basis or having 01 year's regular experience as Personal Assistant in Govt. Dept./Universities. OR P.A. having one year experience or a total experience of 8 years as Senior Scale Stenographer.
3.	Personal Assistant	01	(FPL-6)	Holding analogous post (FPL-6) on regular basis or having 05 years' regular experience as Senior Scale Stenographer in Govt. Dept./Universities. OR 1. A Bachelor's Degree. 2. Three years' experience as Stenographer and subject to passing such test as may be prescribed by the competent authority.
4.	Assistant	01	(FPL-6)	Holding analogous post (FPL-6) on regular basis or having 05 years' regular experience as Clerk (FPL-2) in Govt. Dept./Universities. OR A Bachelor's Degree with 5 years' experience. OR Matric/Hr. Secondary with 10 years' office experience in University/ Examining Body.



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5.	Accounts Clerk	01	(FPL-2)	Holding analogous post (FPL-2) in Accounts on regular basis in Govt. Dept./Universities. OR (i) Graduate from a recognized University (ii) Knowledge of Hindi/Sanskrit upto Matric standard. (iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. (iv) Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers. OR 1. 10+2 or Higher /Senior Secondary from a recognized Board for those Class IV employees. 2. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. 3. Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers
6.	Clerk-cum-DEO	01	(FPL-2)	Holding analogous post (FPL-2) on regular basis in Govt. Dept./Universities. OR (i) Graduate from a recognized University (ii) Knowledge of Hindi/Sanskrit upto Matric standard. (iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. (iv) Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers. OR 1. 10+2 or Higher /Senior Secondary from a recognized Board for those Class IV employees. 2. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. 3. Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.



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7.	Junior Scale Stenographer (English)	01	(FPL-4)	Holding analogous post (FPL-4) on regular basis or having 02 years' regular experience as Steno-typist in Govt. Dept./Universities. OR (i) Two years' experience as Steno-typists; (ii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. (iii) The candidates shall also have to Qualify a departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. OR in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. only on Computer. (8% mistakes are allowed in each).
8.	Steno Typist (English)	01	(FPL-2)	Holding analogous post (FPL-2) on regular basis in Govt. Dept./Universities. OR i. Graduate from a recognized University ii. Knowledge of Hindi/Sanskrit upto Matric standard. iii. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management. iv. The candidates shall also have to Qualify a test in Stenography in English at the speed of 80 w.p.m.& transcription thereof at the speed of 15 w.p.m. only on Computer (8% mistakes are allowed).
9.	Senior Scale Stenographer	01	(FPL-6)	Holding analogous post (FPL-6) on regular basis in Govt. Dept./Universities. OR 1. The candidate shall have to qualify the test in computer appreciation and application. This test will be based on word processing, spreadsheet application. Internet browsing the email management. 2. The candidates shall also have to qualify a departmental test I stenography in Hindi at the speed of 80 w.p.m. and transcription there of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. only on computer (4% mistakes are allowed in each). 3. One year experience as Junior Scale Stenographer



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10.	Accountant	01	(FPL-6)	Holding analogous post (FPL-6) in Accounts on regular basis in Govt. Dept./Universities OR 1. Bachelor's degree in commerce with at least 60% marks from any recognized University. 2. At-least 03 years' experience in handling accounting matter. 3. Having working knowledge of computer including accounting software (Tally etc.) & Internet/Email. 4. Hindi/Sanskrit up to Matrik or higher level.
11.	Law Assistant	01	(FPL-6)	Holding analogous post (FPL-6), on regular basis or having 05 years regular experience as Clerk (FPL-2) in Law dept. in Govt. Dept./Universities OR Graduate (2nd Division), LL.B. Professional (2nd Division) and having at least 2 yrs experience in Govt. / Commercial organizations/Financial Institutions / Banks in drafting of deeds/ agreements/ terms/ conditions/ examinations of legal documents and pursuing of legal cases.
12.	Junior Programmer	01	(FPL-6)	Holding analogous post (FPL-6) on regular basis in Govt. Dept./Universities. OR 1. Bachelor's Degree withy Stat/Maths/Commerce. 2. One year diploma in Computer Application Science. OR Five years' work experience in Software development using COBOL and FORTRAN on UNIX/PC Platform

*Subject to the availability of vacancies from time to time.

Note: University reserves the right to: -

- To frame/draw the panel for any post/s as per requirements.
- To increase/decrease/withdraw any post at any time.

-sd-
(REGISTRAR)



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Advt. No. 02/2026/Deputation

APPLICATION FORM

(For the Post of on deputation basis)

Note : (i) Do not detach any sheet.
(ii) Fill up all columns of all sheets.

A self-attested
colored passport
size photograph
of the candidate
must be pasted
here.

Application No. _____
(to be filled by office)

1. **Post applied for**
(Give the full name of the post) : _____
2. (i) **Name in Full**
(in block letters) : _____
(ii) **Gender (Male/Female/Other)** : _____
3. **Present Postal Address** : _____
(in block letters) _____
4. **Permanent Home Address** : _____
5. (i) **Aadhar No. (desirable, but not mandatory)** : _____
(ii) **Mobile No.** : _____
(iii) **E-mail ID** : _____
6. (a) **Father's Name** : _____
(b) **Mother's Name** : _____
7. (a) **Nationality of Candidate** : _____
(b) **Name of Country, if Foreign National** : _____
(c) **Religion** : _____
8. (a) **Date of Birth** : _____
(b) **Age as on last date of applying** : _____ Year _____ Month _____ Days
(c) **Place of Birth** : _____
(d) **Place of permanent domicile** : _____
(e) **Marital Status** : _____
(f) **Do you belong to SC / BC-A / BC-B** : _____



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- (g) Are you fall under ESM category : _____
- (h) Are you fall under Freedom Fighter category : _____
- (i) Are you fall under Eligible Sports Person Category
- (j) Are you 'Person with Disability (PwD) : _____
- (If so, attach certificate in support thereof)

9. (a) Name, Designation and Address of the present employer, if any : _____

(b) Have you obtained NOC from your Present employer? : _____

(c) If selected, please state when you can join : _____

10. Present Pay
a. Scale of pay/Pay Level : _____

b) Basic pay : _____

c) Allowances excluding house rent and city compensatory allowance. (Give name and amount of each allowance) : _____

d) Date of next increment : _____

11. Names and addresses of two references not in relation to you, to whom you are known Personally : (i) _____

(ii) _____

12. (a) Name of your mother-tongue : _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed



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13. A. Have you ever been prosecuted / kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

B. Have you ever been charge sheeted in any Departmental Inquiry by you parent employer or previous employer, if any OR Have any minor/major penalty been imposed upon you in the service career? Please specify.

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

14. Employment Record:

Designation of post held and description of work	Period From _____ To _____ (Give month & year both)		Pay scale /Pay Level	Pay drawn (Basic pay + allowances except HRA/ CCA)	Full address of office/department	Reason for leaving the post



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15. Details of Academic Qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

16. Have you applied for any other post in this University? If so, name all the posts including this one:

a. _____

(ii) _____

(iii) _____

(iv) _____

17. Applicants for ministerial post may mention : Computer typing speed.

18. Any other details not mentioned above, which : can strengthen your claim for this appointment, (Attach separate sheet, if necessary)

19. List of certificates and testimonials (attested copies) attached:

- | | |
|-------------|--------------|
| a. _____ | (ii) _____ |
| (iii) _____ | (iv) _____ |
| (v) _____ | (vi) _____ |
| (vii) _____ | (viii) _____ |

DECLARATION –

I, _____, hereby declare that:

1. The information given above by me are complete, correct and authentic.
2. As on date there is no disciplinary/departmental action is pending or contemplated against me.
3. In case of concealment/suppression detected, of any facts, my application is liable to be rejected/employment terminated, as the case maybe, without any notice or compensation.

Place: _____ Date: _____ (Signature of the candidate)

(Thumb impression of the candidate, if test is involved. In case of male candidate left hand thumb impression and in case of female, right hand thumb impression)