

MOTILAL NEHRU SCHOOL OF SPORTS, RAI – 131029
DISTRICT (SONIPAT) HARYANA

No: MNSS/EA-2/2022/1871

Dated: 01/08/22

CIRCULAR

1. The school authority is contemplating to fill up the post of Personal Assistant to Principal & Director by departmental promotion amongst all Clerks & Steno-typist of this school.
2. The heads of the sections are requested to please bring to the notice of the employees working under them that if they are in possession of the following qualifications and interested for promotion to the post of Personal Assistant should submit his/her request to the Admn Branch within 10 days from the date of issue of this circular.
3. The requisite qualification for the promotion to the post of Personal Assistant to Principal & Director is as under:-
 - (a) Graduation or higher degree from the recognized Institution.
 - (b) Minimum three years experience as Steno-typist or Clerk.
 - (c) Should have knowledge of Stenography & 80/40/30 words per minutes in English Shorthand/ English Typing/ Hindi Typing respectively.
4. The exam will be conducted in the month of September 2022.



Admn. Officer
For Principal & Director
MNSS Rai

Circulated to:-

1. Vice Principal
2. Headmistress (KNS)
3. Accounts Officer
4. Incharge Sports
5. Dy. Supdt.
6. Quarter Master
7. Mess Supervisor
8. School Notice Board