

III

Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Stenographer Gr. I
2.	No. of posts	Two
3.	Classification	Group "B"
4.	Scale of Pay	PB 2: Rs. 9,300-34,800/- + GP : Rs. 4,200/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 30 years
7.	Education and other qualification required for direct recruits	Essential a) Degree of a recognized university or equivalent b) Skill Test - Shorthand : Dictation 10 mts. @ 100 wpm, Transcription 40 mts on computer Desirable Five years experience in the profession Knowledge of computers, MS office, DTP software packages
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification: Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by direct recruitment.
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion from Executive Assistant Gr. III or other officers in the grade pay of Rs. 2,400/- who have put in at least 10 years service on the basis of skill test
12.	If a DPC exists, what is its composition?	Group "B" DPC
13.	Remarks	--

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Sl. No.	PARTICULARS	APPROVED
1.	Name of the post	Stenographer Gr. II
2.	No. of posts	Four
3.	Classification	Group "C"
4.	Scale of Pay	PB 1 : Rs. 5,200-20,200/- + G.P. Rs. 2,400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 27 years
7.	Education and other qualification required for direct recruits	Essential: a) Degree of a recognized university or Diploma in Secretarial / Commercial Practice b) Skill Test - Shorthand: Dictation - 10 mts @ 80 wpm in English. Transcription - 50 mts (on computer) Desirable: Previous experience as Stenographer / Steno-Typist Knowledge of computers, MS office, DTP software packages
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age - No Qualification - Yes
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by direct recruitment
11.	In case recruitment is by promotion or deputation or transfer, grade from which promotion / transfer / deputation be made	Promotion among Assistant Gr. III with five years of service on the basis of skill test.
12.	If a DPC exists, what is its composition?	Group "C" DPC
13.	Remarks	--