

VACANCY NOTIFICATION

Employer:	Ministry of Jal Shakti
Level of Post:	Group 'B' Non-Gazette.
Name of the Post:	Stenographer Grade-I
Job Function:	Separate sheet attached below.
Additional Job Information:	-
Salary range per month:	Level-6 (Rs. 35400-1, 12, 400)
<u>Qualification</u> *	Essential: Ex-Servicemen
<u>Experience:</u>	-
Place of Initial Posting	Under the jurisdiction of the Chief of Subordinate Offices of Central Water Commission located all over in India.
Age Range (in years).	As per Government Norms
No of vacancies	11
Additional Benefits offered:	-
Travel Requirement:	-
Last date to received names from RSB/ZSB	24 Apr 24

Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

DOTIES AND RESPONSIBILITIES OF STENOGRAPHER GRADE-I,
(As per Chapter III, Notes on Office Procedure, para 8. (470))

He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An Officer has to depend on his Stenographer for routine jobs so as to have more time to devote himself to the work in which he has specialized. The Stenographer should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant to the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.

Some of the more specific functions are enumerated below:

- (i) Taking dictation in shorthand and its transcription in the best manner possible.
- (ii) Fixing up of appointments and if necessary canceling them.
- (iii) Screening the telephone calls and the visitors in a tactful manner.
- (iv) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.
- (v) Maintaining in proper order the papers required to be retained by the Officer.
- (vi) Keeping a note of the movement of files, passed by his officer and other officers, if necessary.
- (vii) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- (viii) Carrying out the corrections to the officer's reference books.
- (ix) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.