

VACANCY NOTIFICATION

Employer:	Ministry of Agriculture and Farmers Welfare (Central Institute of Horticulture, Nagaland)
Level of Post:	Group 'C' Non-Gazetted
Name of the Post:	Stenographer Grade-II
Salary range per month	Level-4 (as per 7 th CPC).
<u>Qualification</u> *	<u>Essential:</u> (i) 12 th class pass or equivalent from a recognized University or Institute; (ii) Skill Test Norms: (a) Dictation: 10 minutes at the speed of 80 words per minute. (b) Transcription: 50 minutes (English) or 65 minutes (Hindi) on computer.
<u>Experience:</u>	Two years' experience in office management, noting and drafting and having knowledge on working with MS office, Excel and power point.
<u>Brief description of the job</u>	(i) Stenographer Grade-II will be attached with Director to look after all the secretarial works and to have liaison with other officers/agencies. (ii) To ensure reply of the letters marked to Director and other staff.
Place of Initial Posting	Medziphema, Dimapur, Nagaland
Age Range (in years).	Not exceeding 27 years (Relaxable in accordance with the instructions or Orders issued by the Central Government).
No of vacancies	UR-02
Additional Benefits offered:	-
Last date to received names:	04 Jan 2023.

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.