

LAST DATE TO APPLY: 17-07-2025

Post: PS to MD on contract basis

A) Education Qualifications:

- 1) Bachelor Degree in any field with steno(GCC) certificate in English
- 2) **Mandatory certifications: GCC certificate in steno**

B) Experience:

- Minimum experience of 03 years in any Government Offices/PSU/company/board corporation as steno in English.

C) Key Roles and Responsibilities:

- To keep filing upto date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
- To maintain confidentiality and secrecy;
- To type and take dictation in shorthand and to transcribe it accurately;
- To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
- To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
- To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
- To keep track of the progress of cases/matters till these are finally disposed of;
- To keep reference books, rules ordinances, statutes, etc. upto date;
- To perform such other duties as may be assigned to him/her from time to time in relation to the functions assigned to the Departments/ Branches;
- To extend cooperation to his/her seniors.

C: Other skills:

Mandatory certifications: GCC certificate in steno.

Remuneration: Payscale will be is 35400-112400 – (Level 6) in 7th pay matrix (Approx. Gross: Rs. 64000)

Age Limit: Not more than 45 years as on 30-06-2025

Other conditions:

- Candidates applying online & meeting educational qualification & experience criteria would only be called for written test and / or personal interview after scrutiny of the applications.
- At the time of Personal Interview, candidates will be required to furnish all the original documentary proofs.
- Subject to qualifying minimum eligibility criteria and successful verification of documentary proofs, the candidates will be allowed to appear in Personal interview.
- Submitting application cannot be claimed as job. **GIL has sole right to cancel the recruitment at any stage.**